## USING MS EXCEL TEXT TO COLUMN

In Excel, the Text to Columns function allows you to take a column such as NAME1 (Last Name, First Name) in the example below, and separate it out into two columns so that Last Name and First Name each have their own column. This makes the data easier to work with and allows you to use programs like a mail merge more effectively.

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The following steps will show you how to separate NAME1 (column P) into two columns:

**Step 1** – First we need to insert a blank column to the right of column P. Do this by Right-clicking on "Q" (the column will highlight), and then select Insert.

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**Step 2** – Left click on "P" to highlight the NAME1 column.

Sten 3 –	Left	click	on	Data	and	select	Text to	Columns
Step 5 -	LUII	CHCK	on	Data	anu	sciect	I CAL IU	Columns.

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Step 4 – Select Delimited and click on Next



Convert Text to Co	olumns Wizard - Step 1 of 3	? ×
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-Original data type-		10
Choose the file typ	e that best describes your data:	
• Delimited	- Characters such as commas or tabs separate each field.	
C Fixed width	- Fields are aligned in columns with spaces between each field.	
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Step 5 – Check off Comma (uncheck anything else). Click Next.

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Step 6 – Click on Finish.

Convert Text to Columns Wizard - Step 3 of 3	? ×
This screen lets you select each column and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text.	Column data format © <u>G</u> eneral © <u>T</u> ext © <u>D</u> ate: MDY © Do not import column (Skip)
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Step 7 – There will now be two separate columns.

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	R	1	SCOTT	JOE	SCOTT, MARY	
	P	11	JACKSON	JOHN	JACKSON, MARY	
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