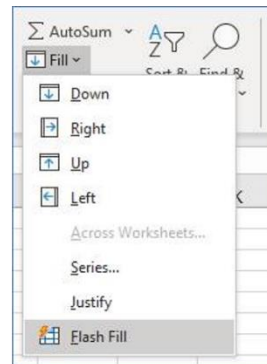


Application: Excel – Flash Fill

You can use Flash Fill to quickly split up text in columns into separate columns. For example, a Full Name column into First and Surname columns.

1. Type the first name from the top Full Name in the list in the First Name column.
2. Select the cell containing the name.
3. Select **Home Tab > Fill > Flash Fill** (or drag the fill handle using the **Right Mouse Key** and select Flash Fill or press **CTRL E**).

	A	B	C	D
1	Full Name	First Name	Surname	Email Address
2	Garth Vader	Garth	Vader	garth.vader@mycompany.com
3	Tony Starck	Tony		
4	Ant Mann	Ant		
5	Scarlett Which	Scarlett		
6	Pete Parker	Pete		
7				



This will populate the cells underneath with each respective first name from the Full Name column.

4. Repeat the process for the Surname column.

Completing Emails

If the people on the list work at the same company and their email addresses follow the same format you can use Flash Fill to complete the email addresses.

1. Type the first email address and use Flash Fill as described above.

	A	B	C	D
1	Full Name	First Name	Surname	Email Address
2	Garth Vader	Garth	Vader	garth.vader@mycompany.com
3	Tony Starck	Tony	Starck	
4	Ant Mann	Ant	Mann	
5	Scarlett Which	Scarlett	Which	
6	Pete Parker	Pete	Parker	
7				

Establishing a pattern

Sometimes you may need to type in more than one value to establish a pattern, for example, if one of the names contains a middle name and you want to include that in the first name column.

1. Type the information in the first two or three cells.
2. Use Flash Fill as described above.

	A	B	C	D
1	Full Name	First Name	Surname	Email Address
2	Garth Vader	Garth	Vader	garth.vader@mycompany.com
3	Tony John Starck	Tony John		
4	Ant Mann			
5	Scarlett Red Which			
6	Pete Parker			
7				

