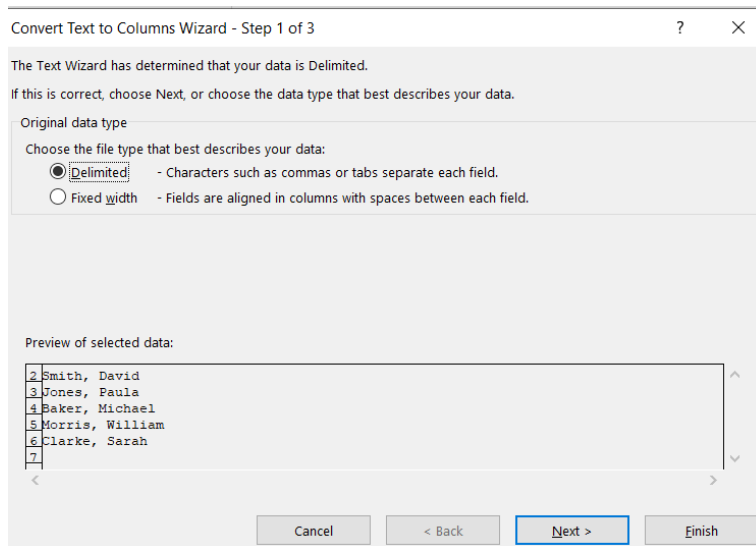# Application: Excel – Converting Text to Columns

If you receive a set of data where more than one item, for example full names, are contained in the same cell, you can use the Text to Columns feature to split them into multiple cells.

1. Select the cell or range of cells that contain the data you want to split.

	A
1	**Full Name**
2	Smith, David
3	Jones, Paula
4	Baker, Michael
5	Morris, William
6	Clarke, Sarah

2. Click on **Data** > **Text to Columns**. Step 1 of the wizard will appear:

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:
- ⦿ Delimited - Characters such as commas or tabs separate each field.
- ○ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

```
2 Smith, David
3 Jones, Paula
4 Baker, Michael
5 Morris, William
6 Clarke, Sarah
7
```
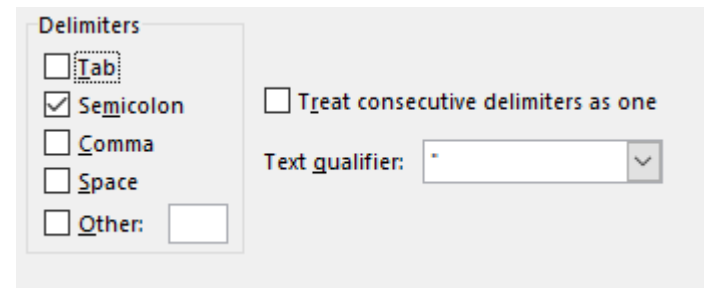
Cancel   < Back   Next >   Finish

3. Select **Delimiters** or **Fixed Width** as described below.

4. Click on **Next**.

5. Set any required options.

6. Click on **Finish**.

Delimiters

1. Choose **Delimiters** If your data items are separated by a comma, semi-colon, or a space, etc. In this example the names are separated by commas. A preview of your data will be displayed.

	A
1	**Full Name**
2	Smith, David
3	Jones, Paula
4	Baker, Michael
5	Morris, William
6	Clarke, Sarah

Delimiters
- ☐ Tab
- ☑ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

2. Select the delimiter your data contains. If your delimiter isn't listed, you can enter it in the **Other** field.

3. If your data items have a delimiter of more than one character between the fields or contain more than one custom delimiter, check the **Treat consecutive delimiter as one**.

4. If your data items include text you can choose what is used to specify text. You can choose from ", ' or None.
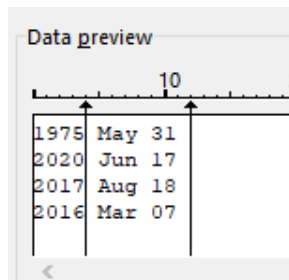
Fixed Width

1. Choose **Fixed Width** if your data items have a set number of characters in each field.

2. In this example, the dates are typed in a uniform way. A preview of the result of the conversion will be displayed in the Data preview field.

3. You can then manipulate the columns.

4. **Click** on the ruler or in the preview box to insert a break at a new position.

5. **Double click** on any break line to delete it.

6. Drag the break line to the left or right to reposition it.
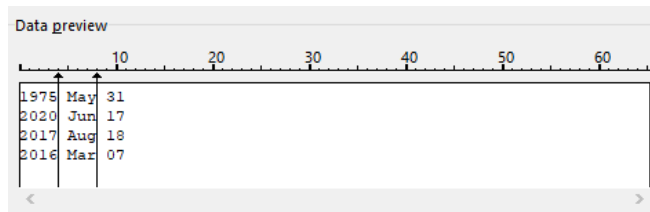
For example: If you wanted to keep the month and day together you could drag the break line to after the date.

Tip: If you are using a proportionally spaced font (e.g. Times New Roman) it may be difficult to see where the fields start and end. Change the font to a fixed width font (e.g. Courier) while you are converting the text to columns. However, the preview will show the result as a fixed width font.