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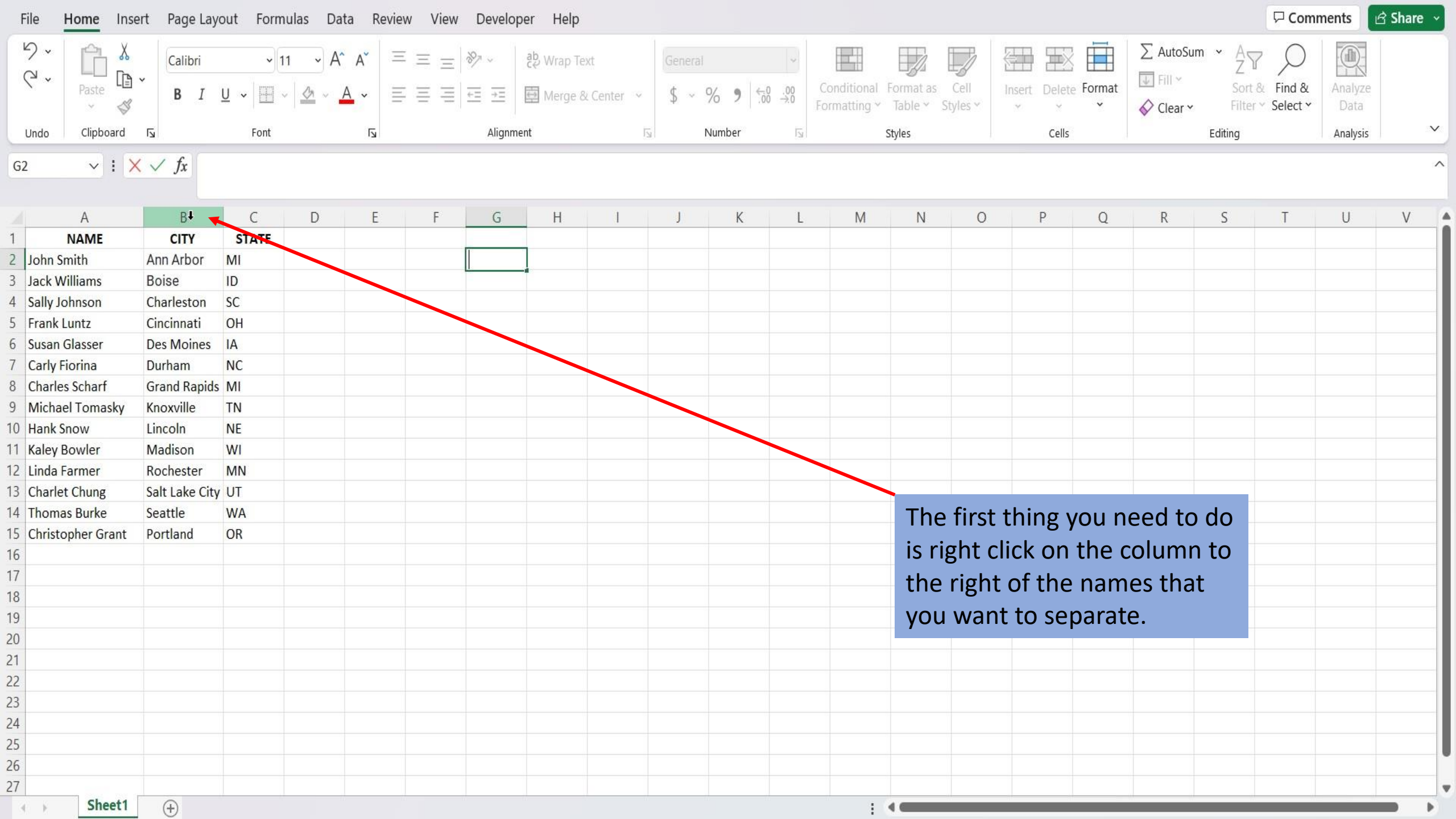
F1

	A	B	C
1	NAME	CITY	STATE
2	John Smith	Ann Arbor	MI
3	Jack Williams	Boise	ID
4	Sally Johnson	Charleston	SC
5	Frank Luntz	Cincinnati	OH
6	Susan Glasser	Des Moines	IA
7	Carly Fiorina	Durham	NC
8	Charles Scharf	Grand Rapids	MI
9	Michael Tomasky	Knoxville	TN
10	Hank Snow	Lincoln	NE
11	Kaley Bowler	Madison	WI
12	Linda Farmer	Rochester	MN
13	Charlet Chung	Salt Lake City	UT
14	Thomas Burke	Seattle	WA
15	Christopher Grant	Portland	OR

Hello, and welcome to Mark's Excel Tips.
Today we are going to show you
how to split first and last names that are
in one column into two separate columns.
Lets get started.

Sheet1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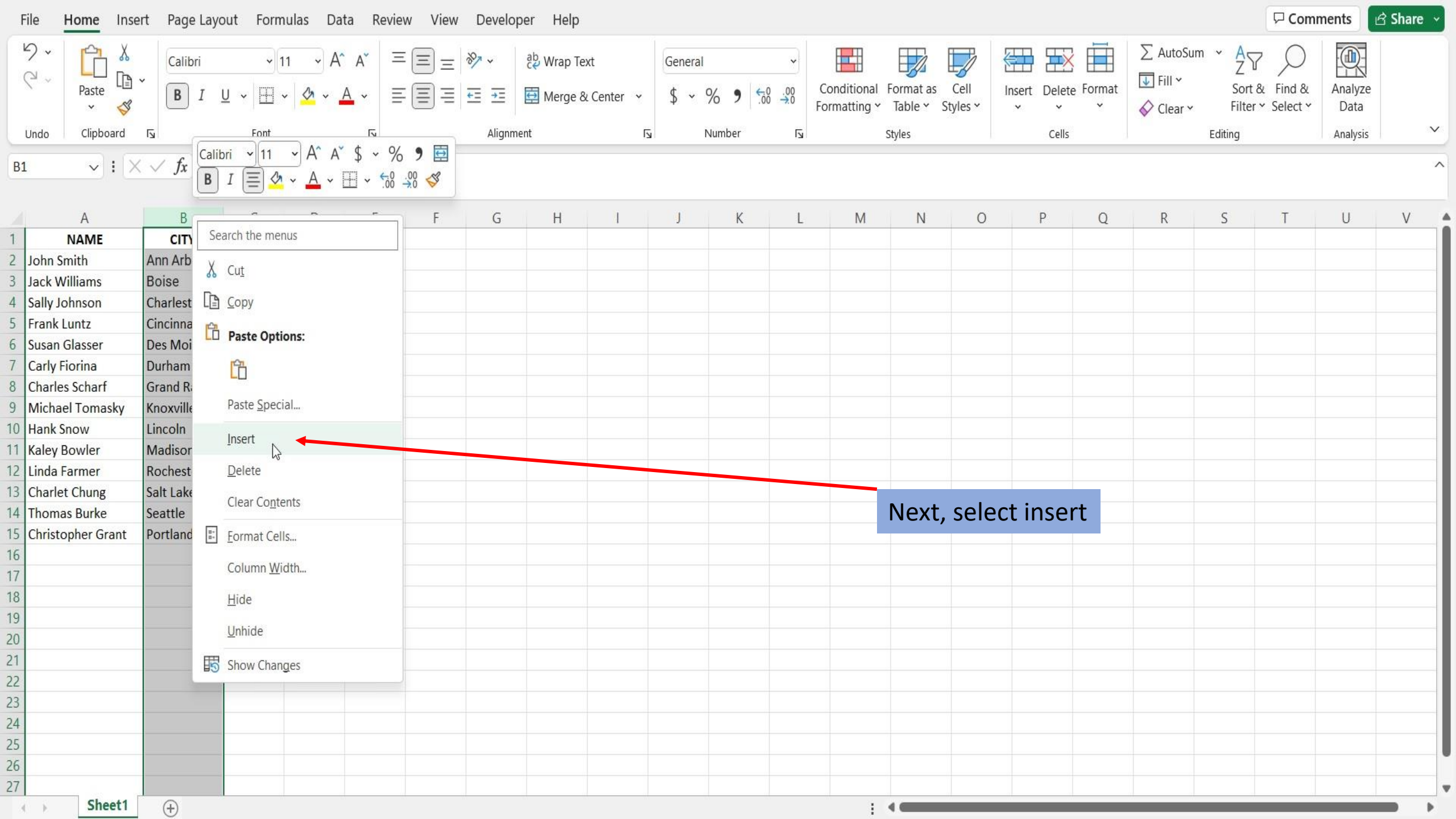
Find & Select
Analyze Data
G2
NAME
CITY
STATE
John Smith
Ann Arbor
MI
Jack Williams
Boise
ID
Sally Johnson
Charleston
SC
Frank Luntz
Cincinnati
OH
Susan Glasser
Des Moines
IA
Carly Fiorina
Durham
NC
Charles Scharf
Grand Rapids
MI
Michael Tomasky
Knoxville
TN
Hank Snow
Lincoln
NE
Kaley Bowler
Madison
WI
Linda Farmer
Rochester
MN
Charlet Chung
Salt Lake City
UT
Thomas Burke
Seattle
WA
Christopher Grant
Portland
OR
The first thing you need to do is right click on the column to the right of the names that you want to separate.
Sheet1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B1
NAME
CITY
John Smith
Jack Williams
Sally Johnson
Frank Luntz
Susan Glasser
Carly Fiorina
Charles Scharf
Michael Tomasky
Hank Snow
Kaley Bowler
Linda Farmer
Charlet Chung
Thomas Burke
Christopher Grant
Search the menus
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Hide
Unhide
Show Changes
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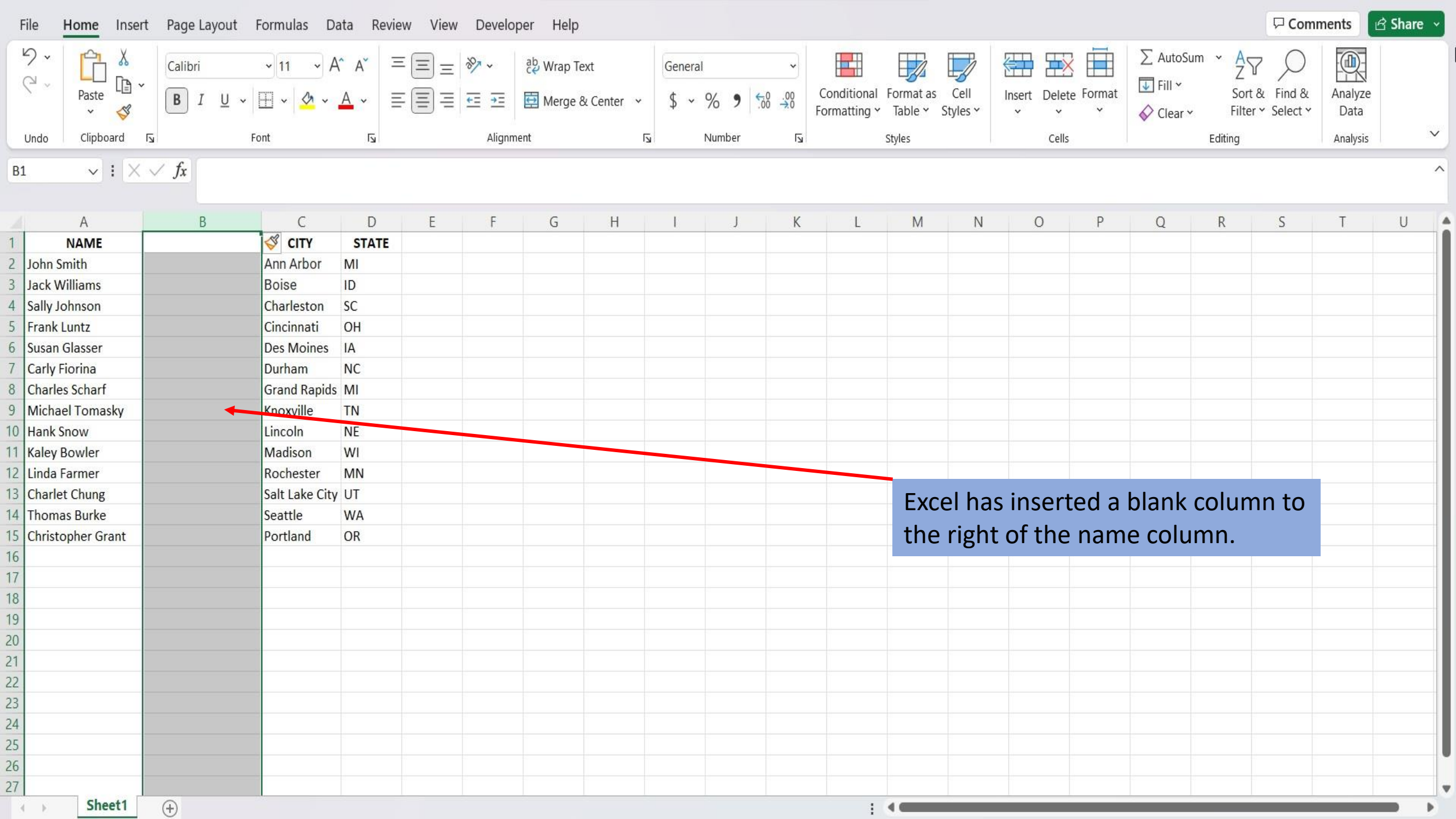
Sheet1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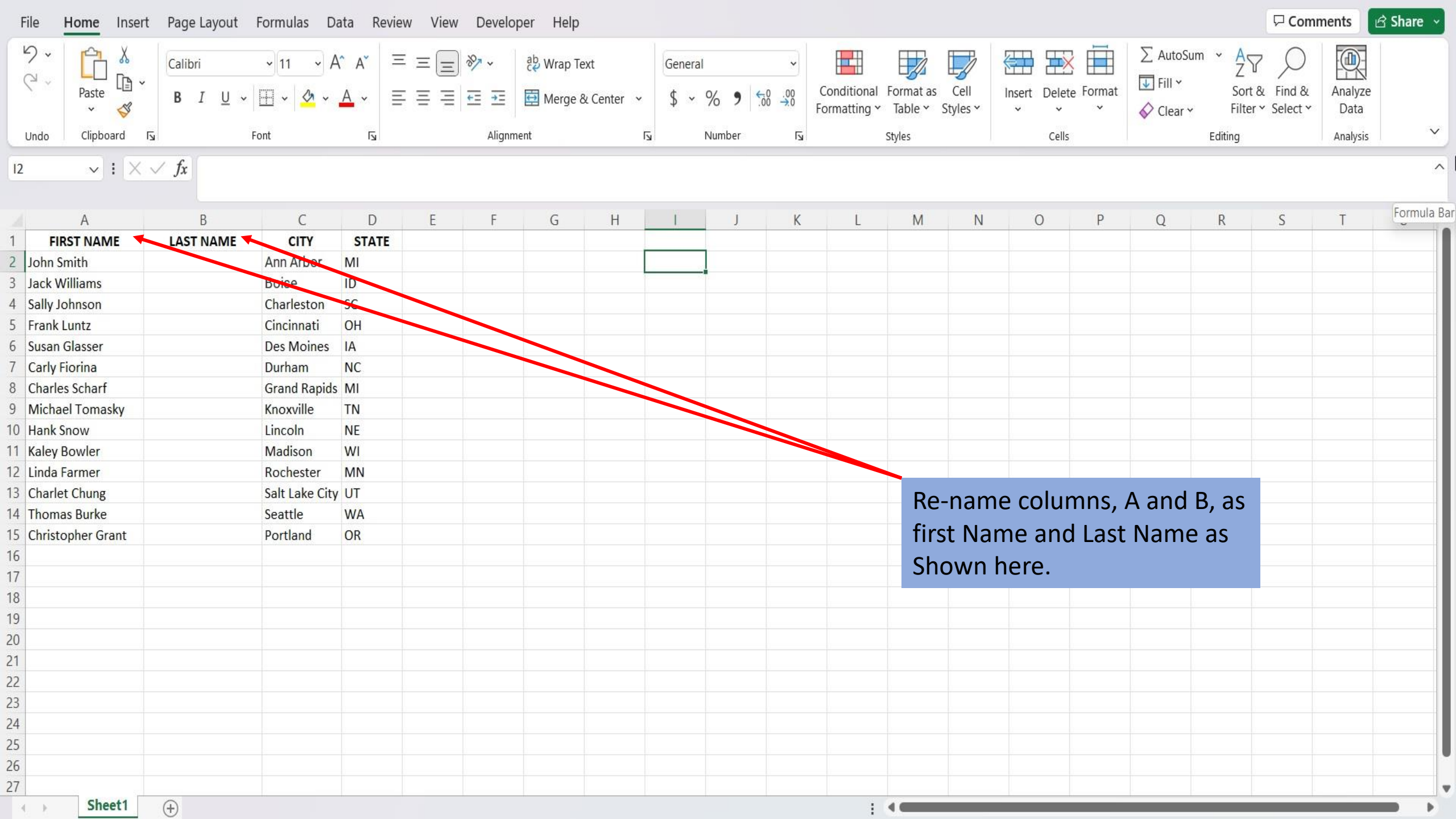
Sort & Filter
Find & Select
Editing
Analyze Data
Analysis
B1
NAME
CITY
STATE
John Smith Ann Arbor MI
Jack Williams Boise ID
Sally Johnson Charleston SC
Frank Luntz Cincinnati OH
Susan Glasser Des Moines IA
Carly Fiorina Durham NC
Charles Scharf Grand Rapids MI
Michael Tomasky Knoxville TN
Hank Snow Lincoln NE
Kaley Bowler Madison WI
Linda Farmer Rochester MN
Charlet Chung Salt Lake City UT
Thomas Burke Seattle WA
Christopher Grant Portland OR
Excel has inserted a blank column to the right of the name column.
Sheet1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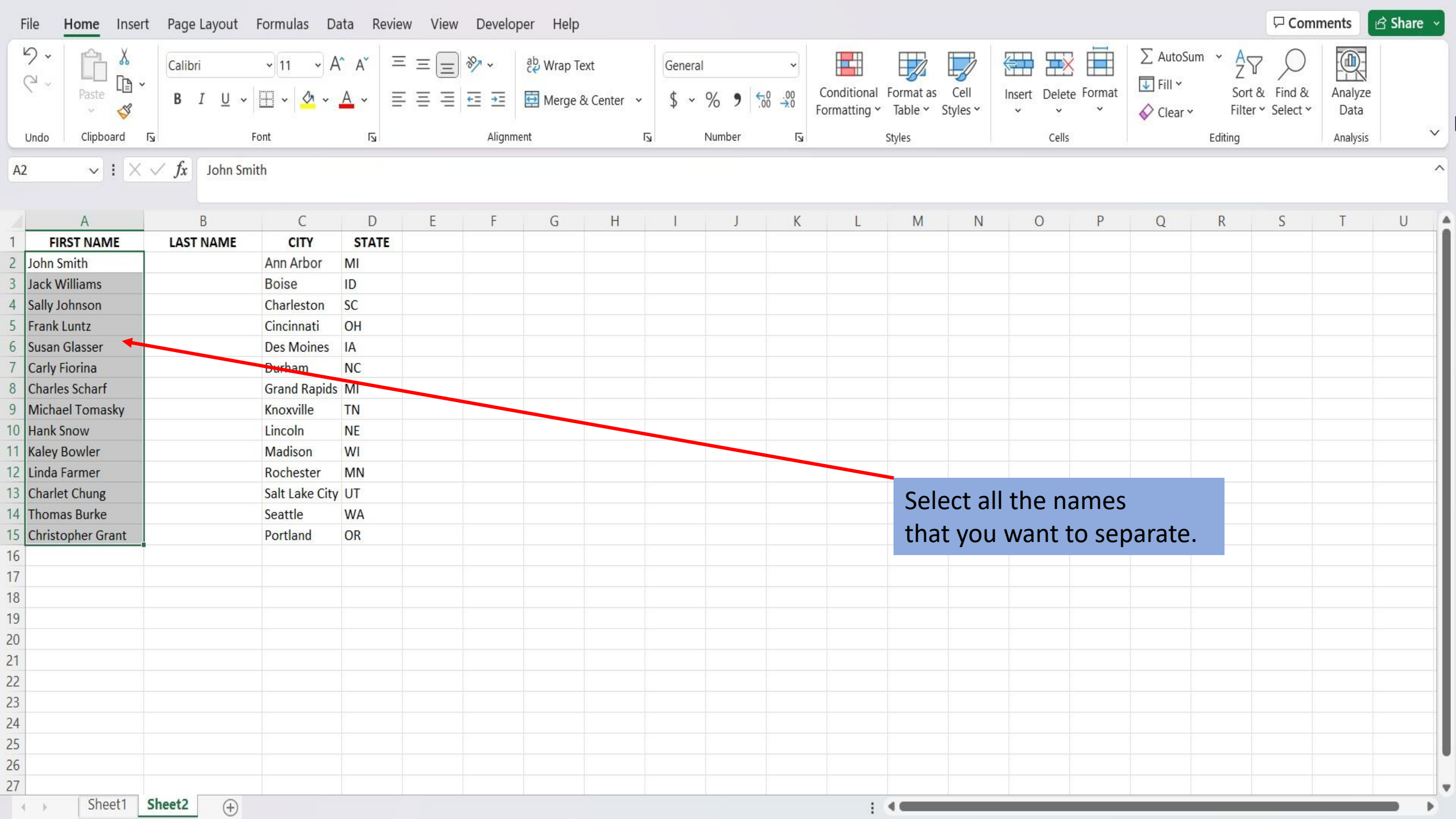
Analysis
I2
Formula Bar
FIRST NAME
LAST NAME
CITY
STATE
John Smith Ann Arbor MI
Jack Williams Boise ID
Sally Johnson Charleston SC
Frank Luntz Cincinnati OH
Susan Glasser Des Moines IA
Carly Fiorina Durham NC
Charles Scharf Grand Rapids MI
Michael Tomasky Knoxville TN
Hank Snow Lincoln NE
Kaley Bowler Madison WI
Linda Farmer Rochester MN
Charlet Chung Salt Lake City UT
Thomas Burke Seattle WA
Christopher Grant Portland OR
Re-name columns, A and B, as first Name and Last Name as Shown here.
Sheet1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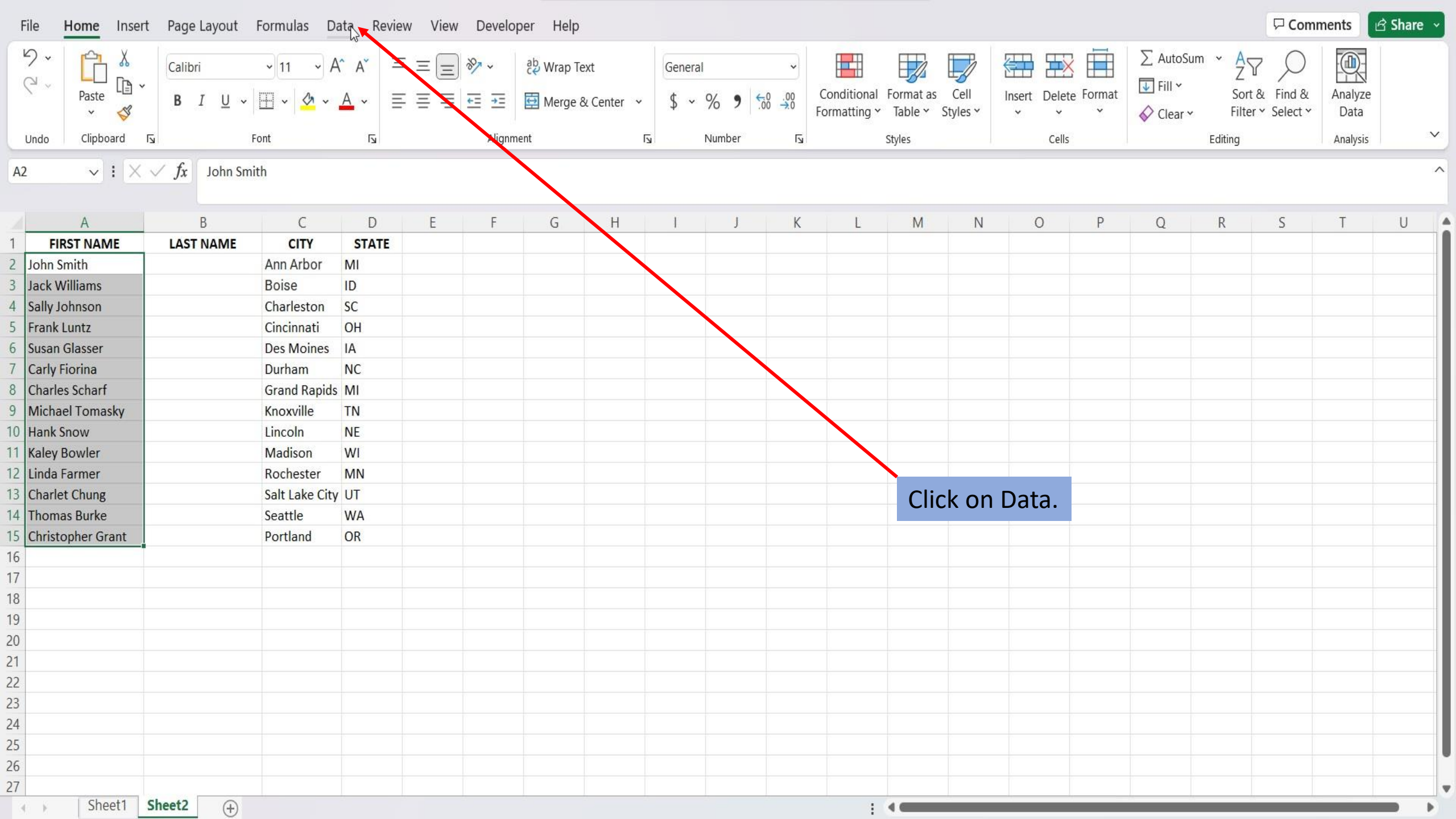
Editing
Analyze Data
Analysis
A2
John Smith
FIRST NAME
LAST NAME
CITY
STATE
John Smith Ann Arbor MI
Jack Williams Boise ID
Sally Johnson Charleston SC
Frank Luntz Cincinnati OH
Susan Glasser Des Moines IA
Carly Fiorina Durham NC
Charles Scharf Grand Rapids MI
Michael Tomasky Knoxville TN
Hank Snow Lincoln NE
Kaley Bowler Madison WI
Linda Farmer Rochester MN
Charlet Chung Salt Lake City UT
Thomas Burke Seattle WA
Christopher Grant Portland OR
Select all the names
that you want to separate.
Sheet1
Sheet2



	A	B	C	D
1	FIRST NAME	LAST NAME	CITY	STATE
2	John Smith		Ann Arbor	MI
3	Jack Williams		Boise	ID
4	Sally Johnson		Charleston	SC
5	Frank Luntz		Cincinnati	OH
6	Susan Glasser		Des Moines	IA
7	Carly Fiorina		Durham	NC
8	Charles Scharf		Grand Rapids	MI
9	Michael Tomasky		Knoxville	TN
10	Hank Snow		Lincoln	NE
11	Kaley Bowler		Madison	WI
12	Linda Farmer		Rochester	MN
13	Charlet Chung		Salt Lake City	UT
14	Thomas Burke		Seattle	WA
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Sort | Filter | Clear | Reapply | Advanced
Sort & Filter

Text to Columns
Data Tools

What-If Analysis | Forecast Sheet
Forecast

Group | Ungroup | Subtotal
Outline

A2 John Smith

Text to Columns

Split a single column of text into multiple columns.

For example, you can separate a column of full names into separate first and last name columns.

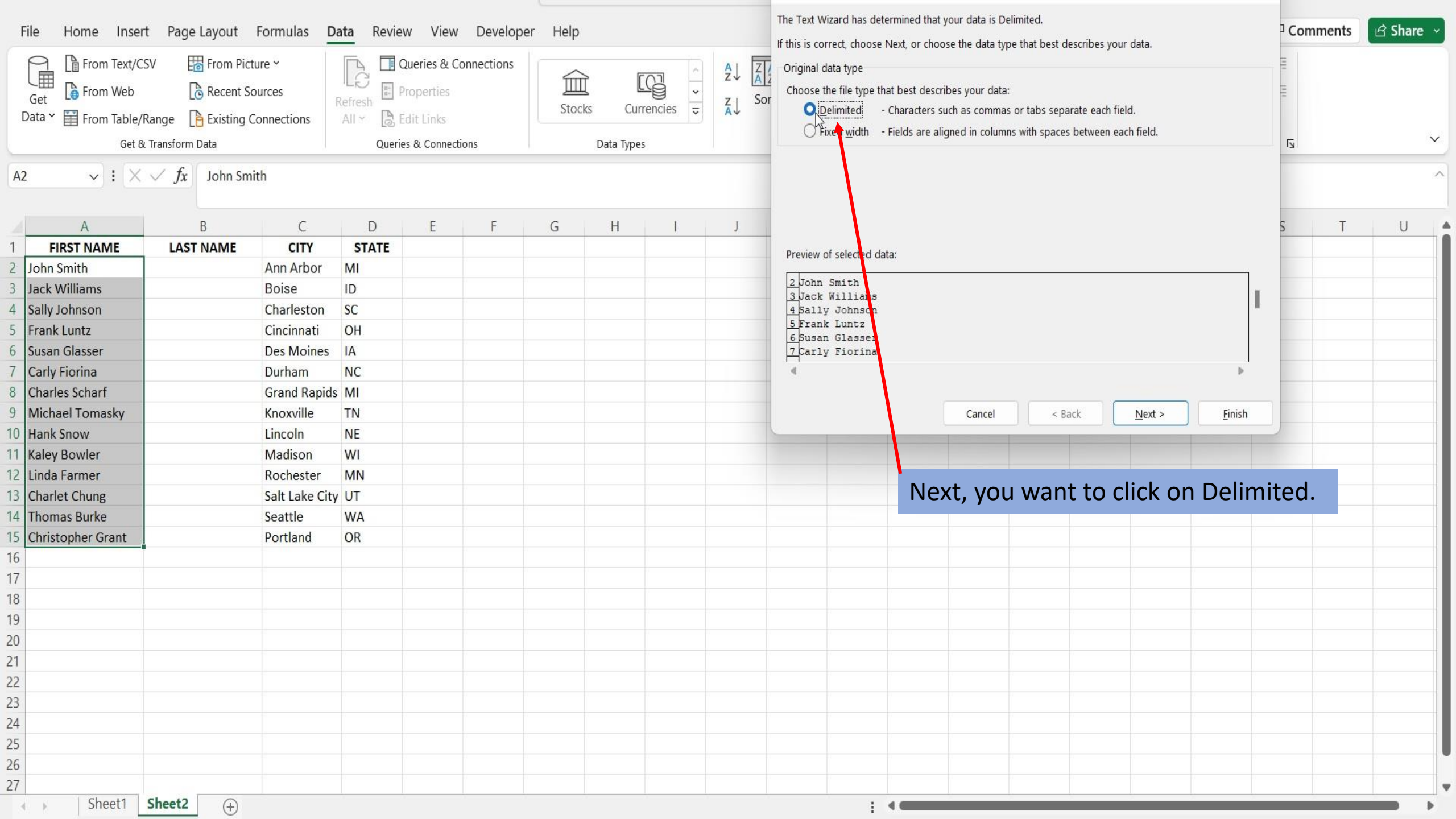
You can choose how to split it up: fixed width or split at each comma, period, or other character.

Tell me more

	A	B	C	D
1	**FIRST NAME**	**LAST NAME**	**CITY**	**STATE**
2	John Smith		Ann Arbor	MI
3	Jack Williams		Boise	ID
4	Sally Johnson		Charleston	SC
5	Frank Luntz		Cincinnati	OH
6	Susan Glasser		Des Moines	IA
7	Carly Fiorina		Durham	NC
8	Charles Scharf		Grand Rapids	MI
9	Michael Tomasky		Knoxville	TN
10	Hank Snow		Lincoln	NE
11	Kaley Bowler		Madison	WI
12	Linda Farmer		Rochester	MN
13	Charlet Chung		Salt Lake City	UT
14	Thomas Burke		Seattle	WA
15	Christopher Grant		Portland	OR

And click on Text to Columns.

Sheet1 Sheet2



	A	B	C	D
1	FIRST NAME	LAST NAME	CITY	STATE
2	John Smith		Ann Arbor	MI
3	Jack Williams		Boise	ID
4	Sally Johnson		Charleston	SC
5	Frank Luntz		Cincinnati	OH
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7	Carly Fiorina		Durham	NC
8	Charles Scharf		Grand Rapids	MI
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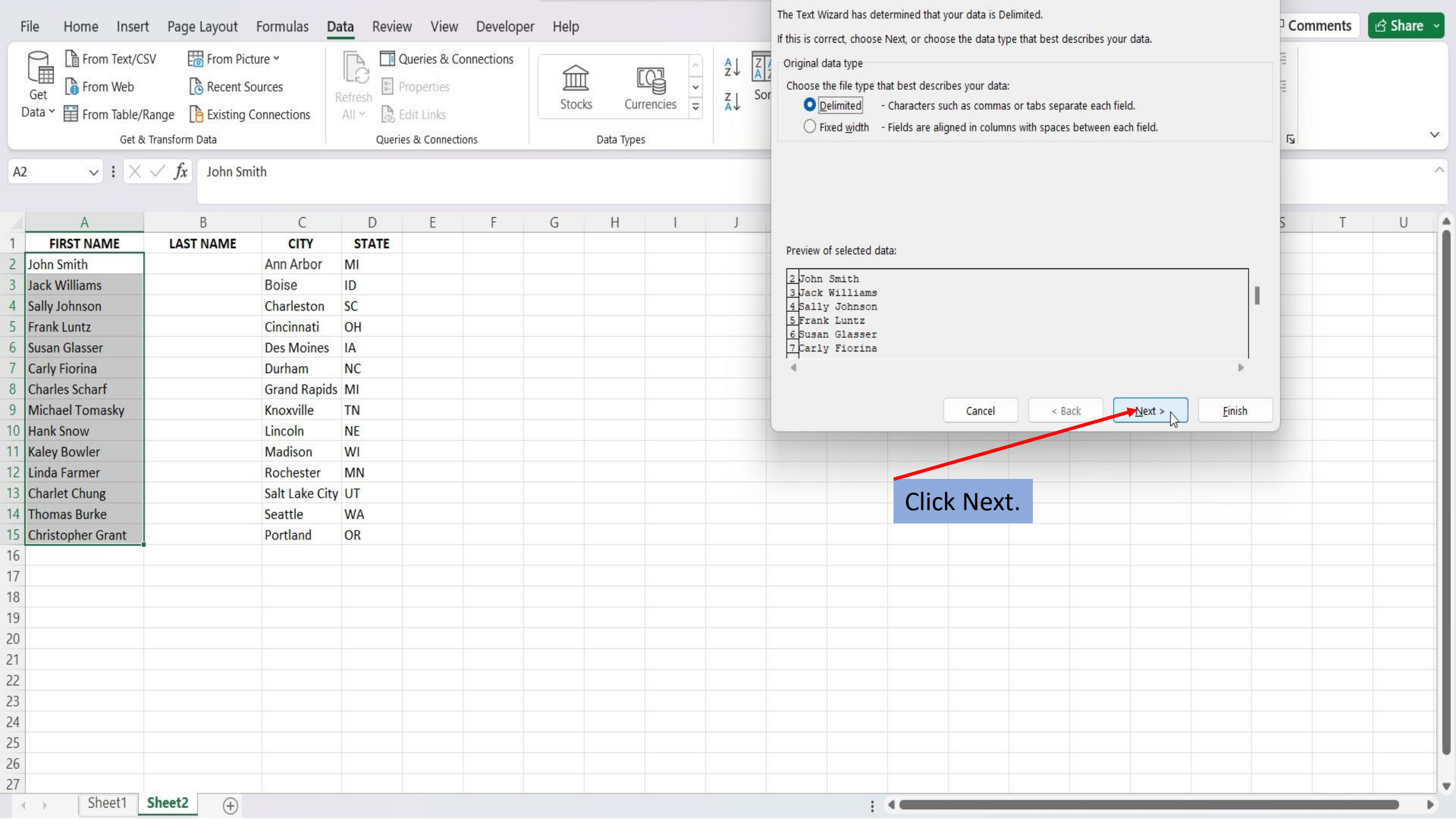
12	Linda Farmer		Rochester	MN
13	Charlet Chung		Salt Lake City	UT
14	Thomas Burke		Seattle	WA
15	Christopher Grant		Portland	OR



	A	B	C	D
1	FIRST NAME	LAST NAME	CITY	STATE
2	John Smith		Ann Arbor	MI
3	Jack Williams		Boise	ID
4	Sally Johnson		Charleston	SC
5	Frank Luntz		Cincinnati	OH
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13	Charlet Chung		Salt Lake City	UT
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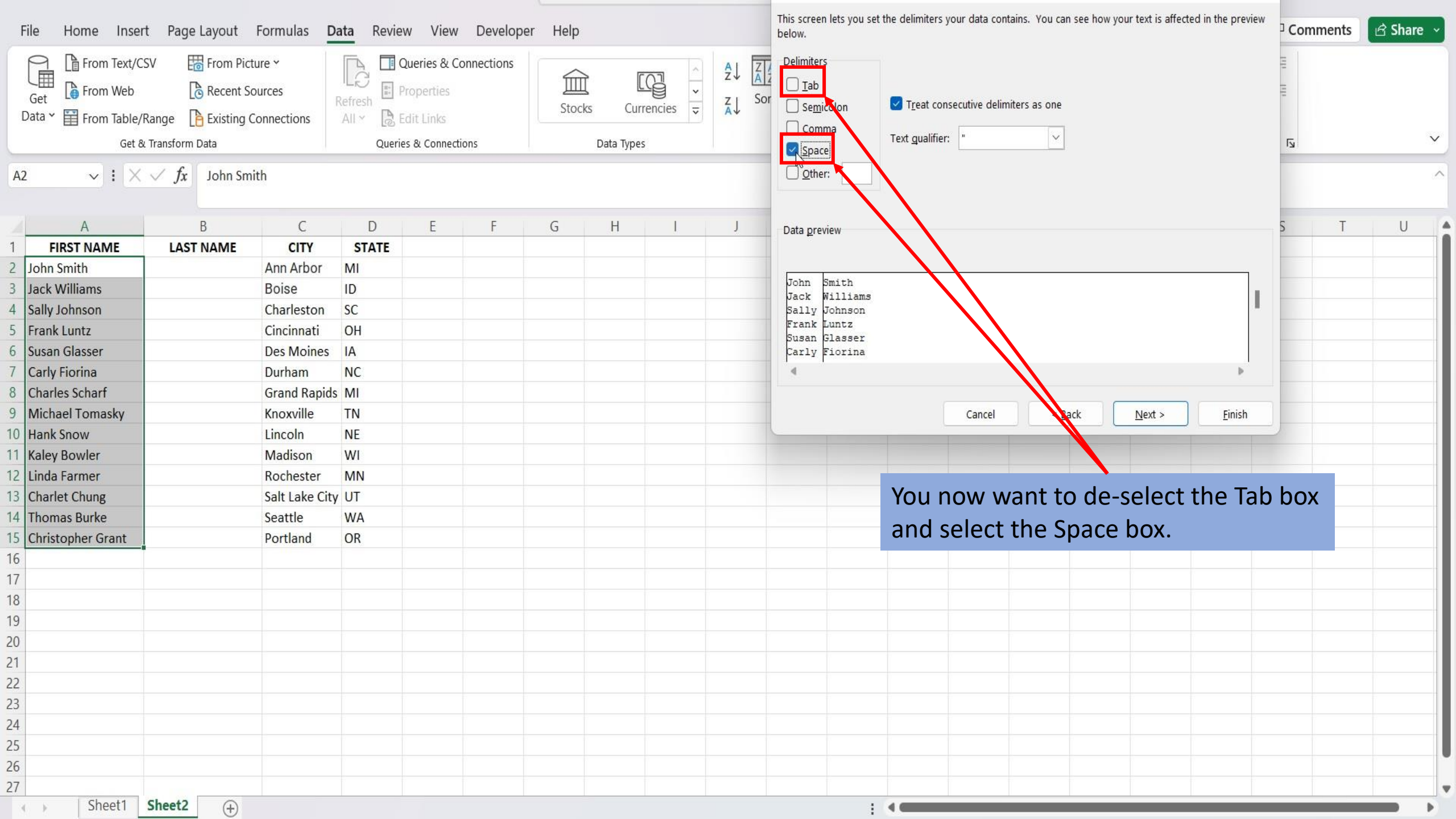
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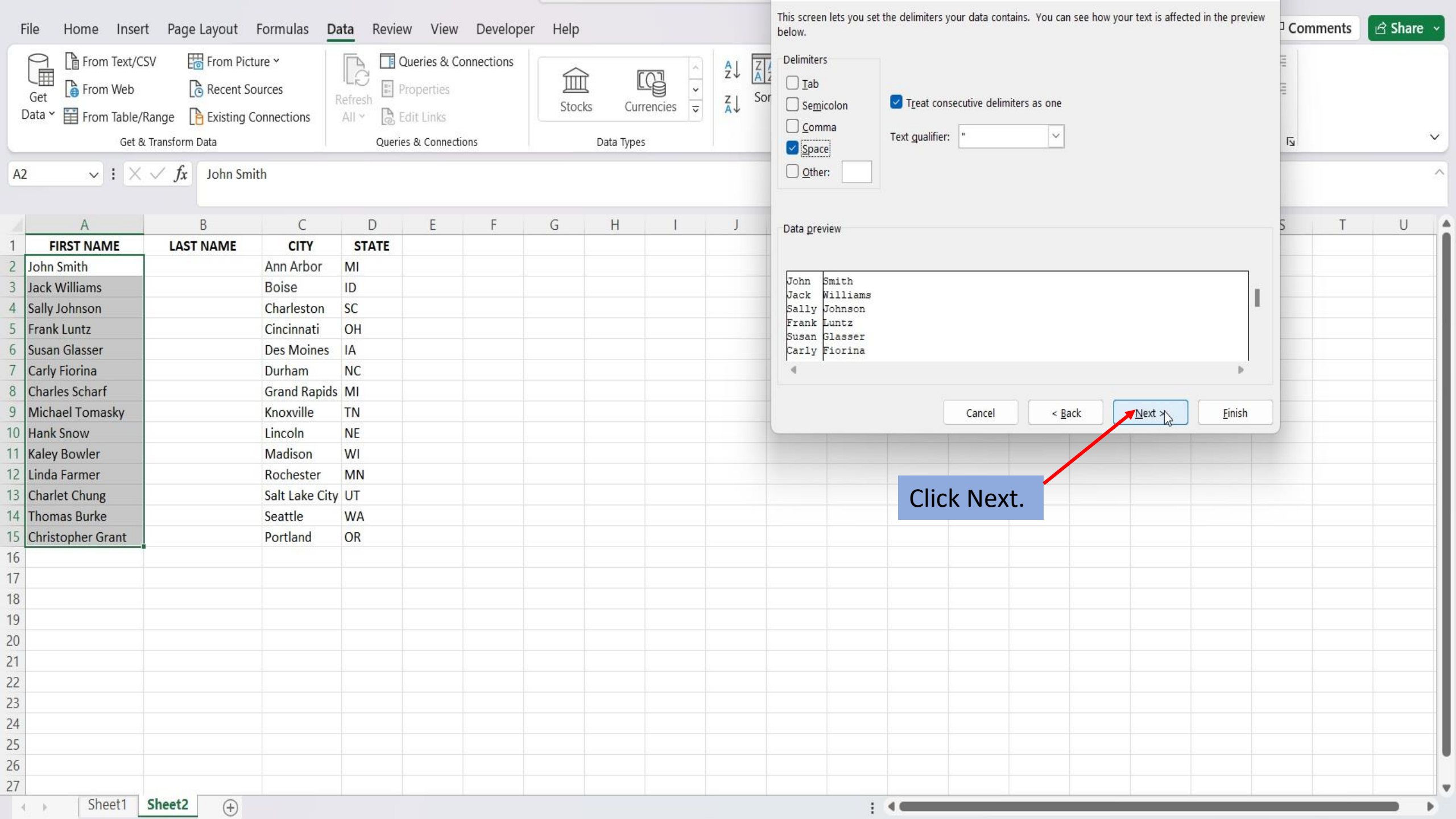
Stocks
Currencies
Data Types
A2
John Smith
FIRST NAME
LAST NAME
CITY
STATE
John Smith Ann Arbor MI
Jack Williams Boise ID
Sally Johnson Charleston SC
Frank Luntz Cincinnati OH
Susan Glasser Des Moines IA
Carly Fiorina Durham NC
Charles Scharf Grand Rapids MI
Michael Tomasky Knoxville TN
Hank Snow Lincoln NE
Kaley Bowler Madison WI
Linda Farmer Rochester MN
Charlet Chung Salt Lake City UT
Thomas Burke Seattle WA
Christopher Grant Portland OR
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Delimiters
Tab
Semicolon
Comma
Space
Other:
Treat consecutive delimiters as one
Text qualifier:
Data preview
John Smith
Jack Williams
Sally Johnson
Frank Luntz
Susan Glasser
Carly Fiorina
Cancel
< Back
Next >
Finish
You now want to de-select the Tab box and select the Space box.
Sheet1
Sheet2



	A	B	C	D
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3	Jack Williams		Boise	ID
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7	Carly Fiorina		Durham	NC
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13	Charlet Chung		Salt Lake City	UT
14	Thomas Burke		Seattle	WA
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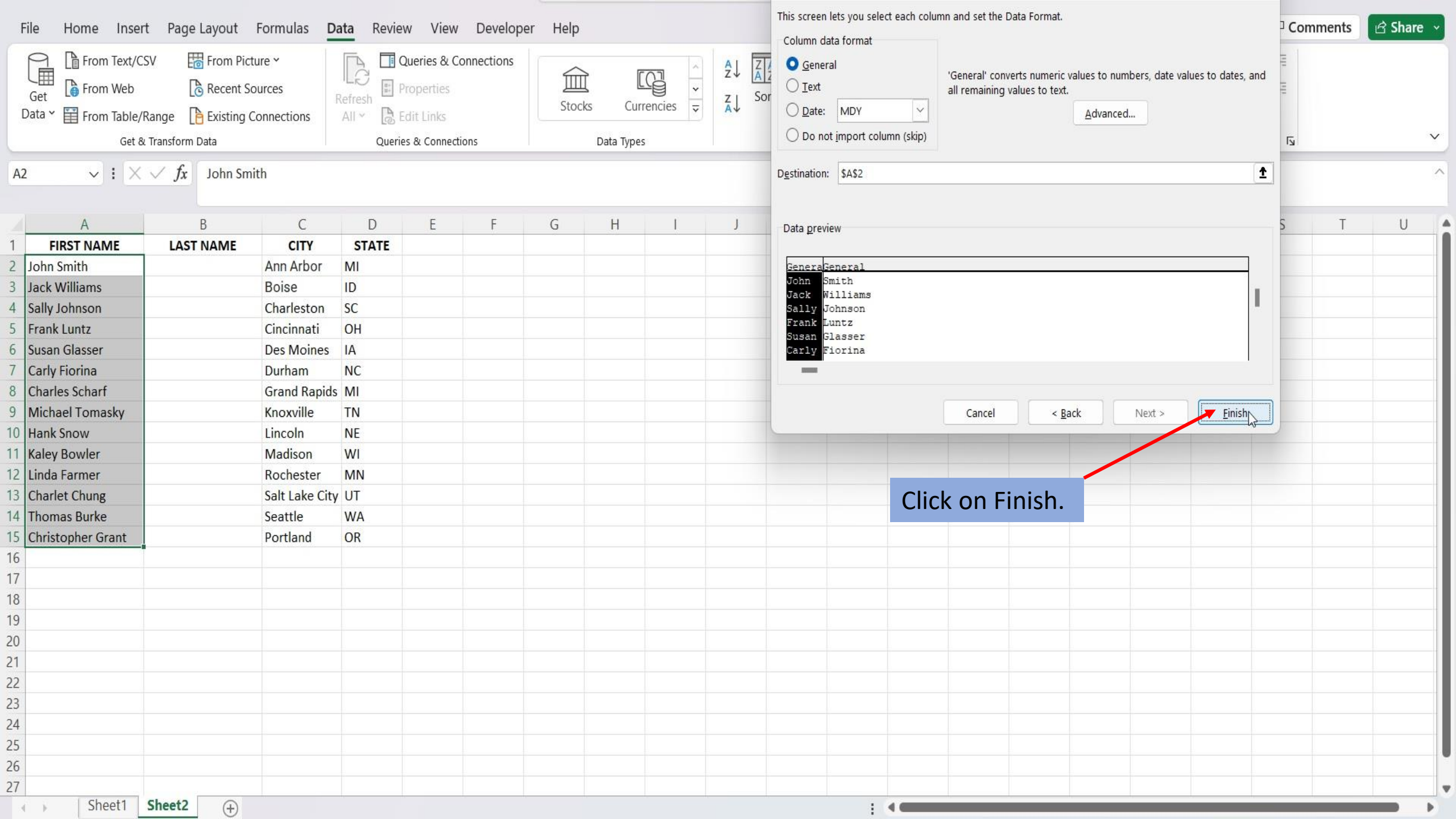

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5	Frank Luntz		Cincinnati	OH
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7	Carly Fiorina		Durham	NC
8	Charles Scharf		Grand Rapids	MI
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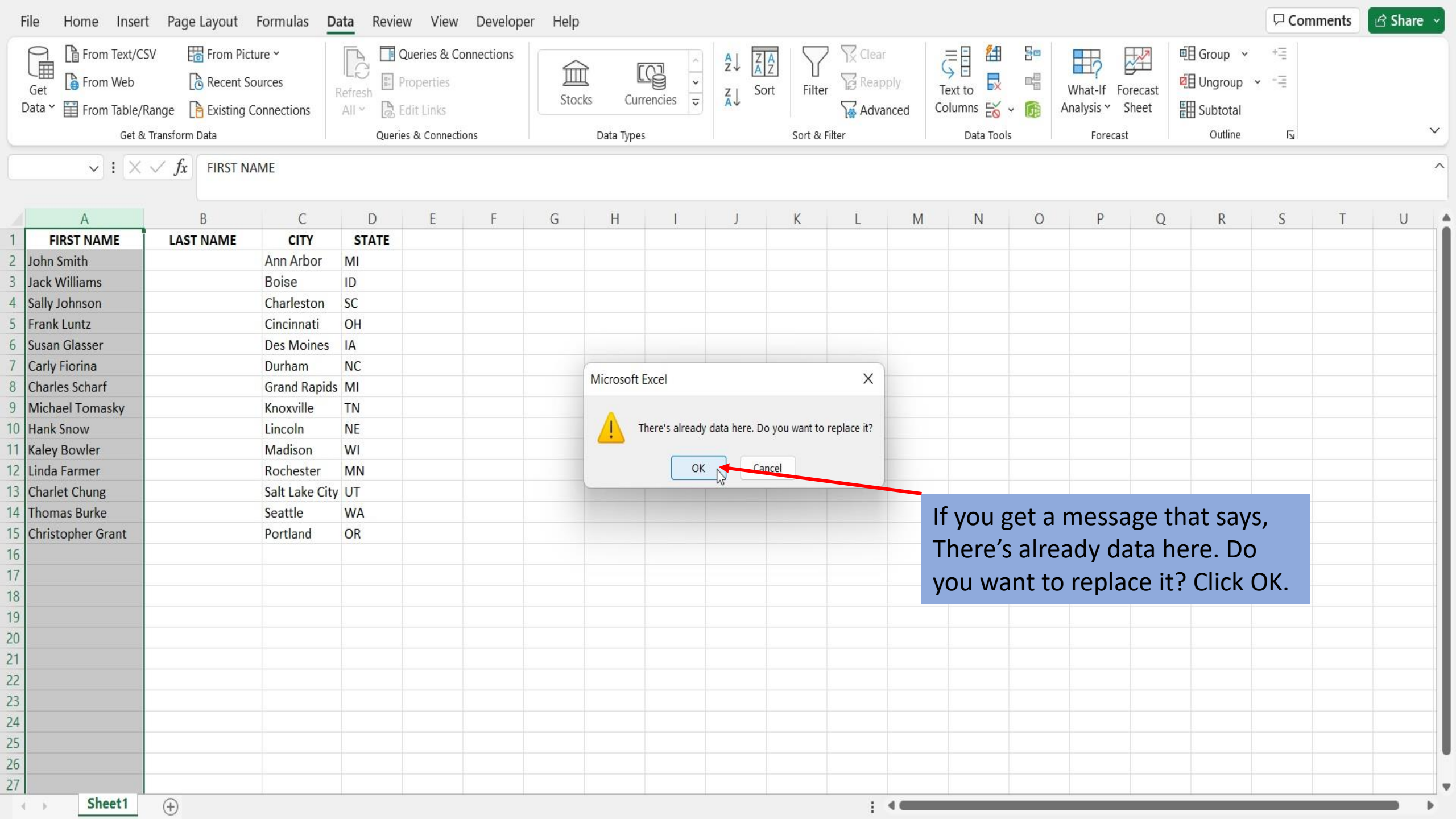
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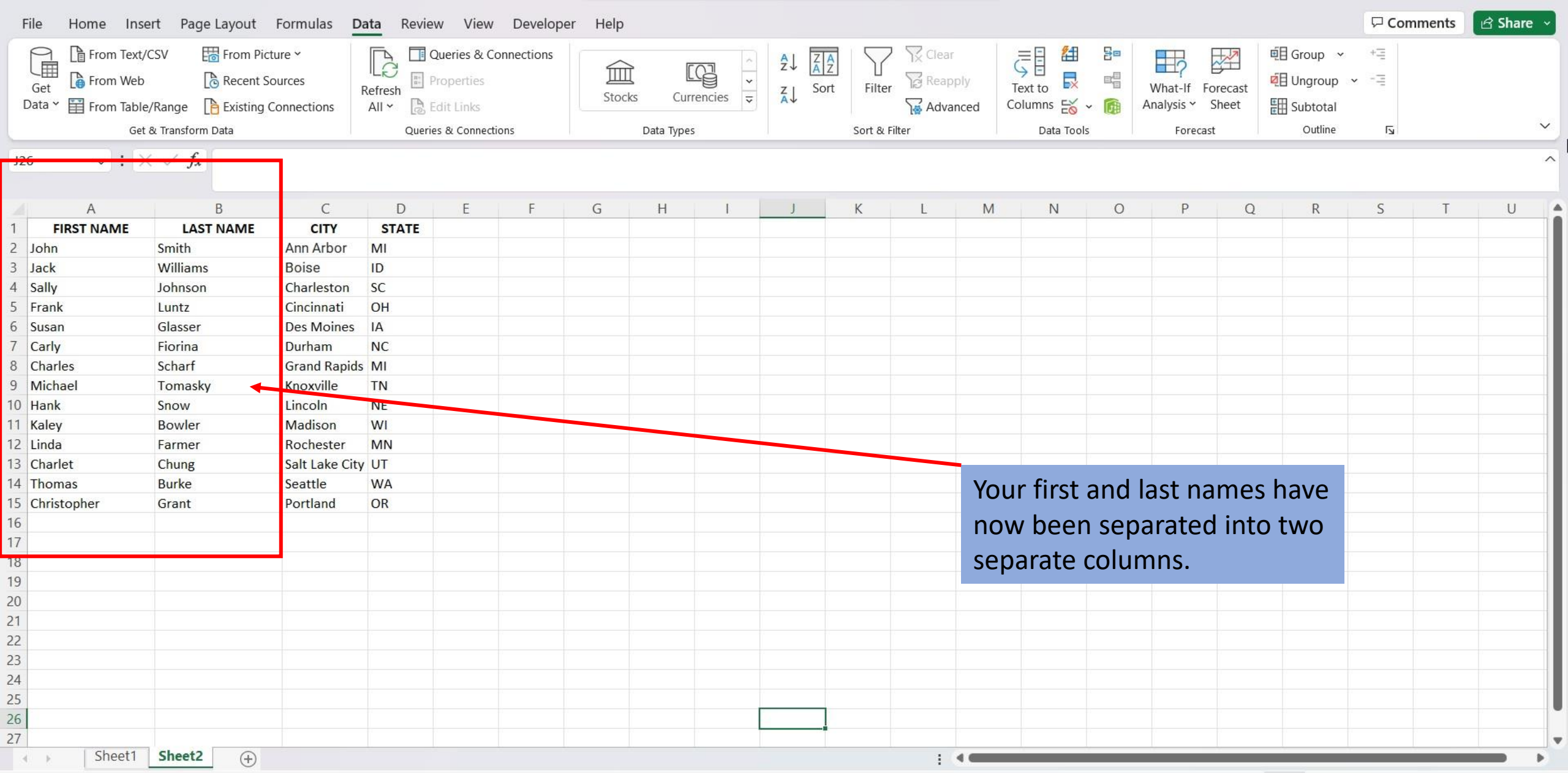
Data Types
Sort Filter Clear Reapply Advanced
Sort & Filter
Text to Columns
Data Tools
What-If Analysis Forecast Sheet
Forecast
Group Ungroup Subtotal
Outline
FIRST NAME
A B C D E F G H I J K L M N O P Q R S T U
1 FIRST NAME LAST NAME CITY STATE
2 John Smith Ann Arbor MI
3 Jack Williams Boise ID
4 Sally Johnson Charleston SC
5 Frank Luntz Cincinnati OH
6 Susan Glasser Des Moines IA
7 Carly Fiorina Durham NC
8 Charles Scharf Grand Rapids MI
9 Michael Tomasky Knoxville TN
10 Hank Snow Lincoln NE
11 Kaley Bowler Madison WI
12 Linda Farmer Rochester MN
13 Charlet Chung Salt Lake City UT
14 Thomas Burke Seattle WA
15 Christopher Grant Portland OR
16 17 18 19 20 21 22 23 24 25 26 27
Microsoft Excel
There's already data here. Do you want to replace it?
OK
Cancel
If you get a message that says, There's already data here. Do you want to replace it? Click OK.
Sheet1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Sort Filter Clear Reapply Advanced
Text to Columns
What-If Analysis Forecast Sheet
Group Ungroup Subtotal
Get & Transform Data
Queries & Connections
Data Types
Sort & Filter
Data Tools
Forecast
Outline
J26
FIRST NAME LAST NAME CITY STATE
John Smith Ann Arbor MI
Jack Williams Boise ID
Sally Johnson Charleston SC
Frank Luntz Cincinnati OH
Susan Glasser Des Moines IA
Carly Fiorina Durham NC
Charles Scharf Grand Rapids MI
Michael Tomasky Knoxville TN
Hank Snow Lincoln NE
Kaley Bowler Madison WI
Linda Farmer Rochester MN
Charlet Chung Salt Lake City UT
Thomas Burke Seattle WA
Christopher Grant Portland OR
Your first and last names have now been separated into two separate columns.
Sheet1 Sheet2

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