



How to split names in Excel with Text to Columns

1. Select the column of full names that you would like to separate.
2. Go to the **Data tab > Data tools group** and click **Text to Columns**.

The screenshot shows the Excel ribbon with the **DATA** tab selected. The **Text to Columns** button in the **Data Tools** group is highlighted with a red box. Below the ribbon, the active cell A2 contains the text "Howard Smith". The spreadsheet shows a column of names: "Full Name", "Howard Smith", "Tonya Bellafonte", "Baltasarre Mangiacina", "Robert Lee", "Kathy Piper", and "Mellissa Yankee". The column containing these names is highlighted with a red box. Red text annotations are present: "1. Select the column of full names" and "2. Go to Data > Text to Columns".

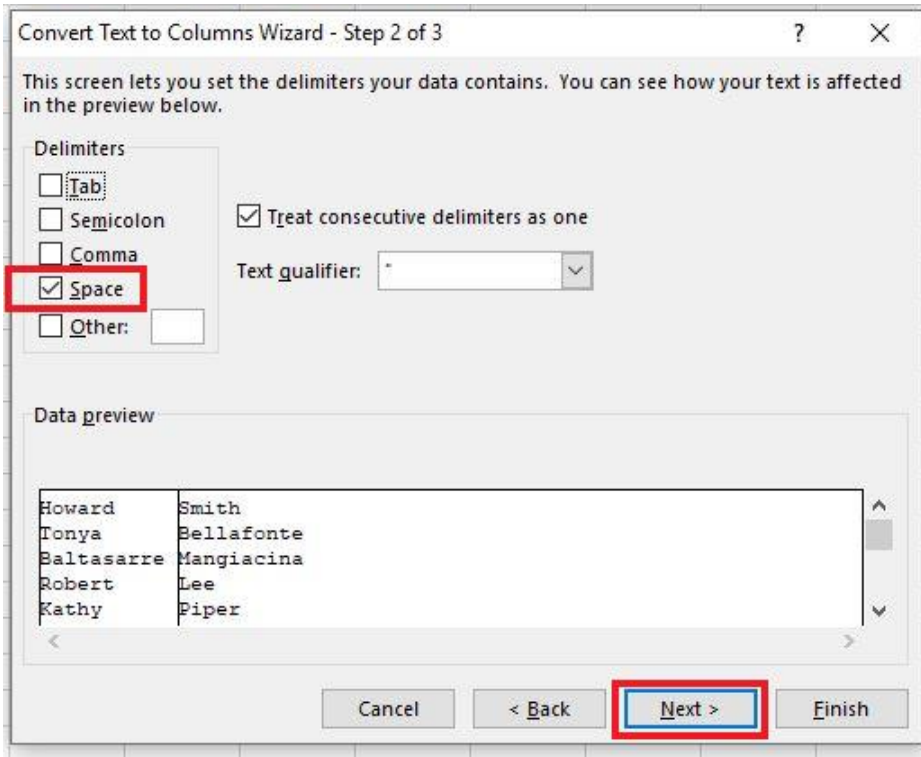
3. Step 1 in Convert Text to Columns Wizard

The screenshot shows the "Convert Text to Columns Wizard - Step 1 of 3" dialog box. The text reads: "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." Under "Original data type", it says "Choose the file type that best describes your data:". There are two radio buttons: "Delimited" (selected and highlighted with a red box) and "Fixed width". Below this is a "Preview of selected data:" section showing a list of names: "Howard Smith", "Tonya Bellafonte", "Baltasarre Mangiacina", "Robert Lee", and "Kathy Piper". At the bottom, there are buttons for "Cancel", "< Back", "Next >" (highlighted with a red box), and "Finish".



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4. Step 2 in Convert Text to Columns Wizard



5. Last but not least – Step 3 in Convert Text to Columns wizard

Data format > Destination > Finish

