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.

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Fro	m From	From	From Other	Existing	Text to	lash	Remove	Data	Consolidate	What-If	Relationships
Acc	ess Web	Text	Sources *	Connection	ns Columns	s Fill I	Duplicates	Validation •	*	Analysis 🔻	
		Get E	xternal Data					Data T	ools		
A2	A2 • : $\times \checkmark f_x$ Howard Smith										
		А		В	С	D	E	F	G	Н	1
1	Full Nam	ie									
2	Howard	Smith		1. Sele	ct the colu	umn of	full name	es			
3	Tonya Be	llafont	e	2. Go t	o Data > [·]	Text to	Columns				
4	Baltasarı	e Mang	giacina								
5	Robert L	ee									
6	Kathy Pi	per									
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3. Step 1 in Convert Text to Columns Wizard

onvert Text to Columns W	zard - Step 1 of 3	?	×
he Text Wizard has determi	ned that your data is Delimited.		
this is correct, choose Nex	t, or choose the data type that be	st describes your data.	
Original data type			
Choose the file type that b	est describes your data:		
Delimited - Cha	racters such as commas or tabs se	parate each field.	
Fixed width - Field	ts are aligned in columns with spa	aces between each field.	
Preview of selected data:			
Preview of selected data: 2 Howard Smith 3 Tonya Bellafonte 4 Baltasarre Mangia 5 Robert Lee	cina		
Preview of selected data: 2 Howard Smith 3 Tonya Bellafonte 4 Baltasarre Mangia 5 Robert Lee 6 Kathy Piper	zina		
Preview of selected data: 2 Howard Smith 3 Tonya Bellafonte 4 Baltasarre Mangia 5 Robert Lee 6 Kathy Piper	zina		~







4. Step 2 in Convert Text to Columns Wizard

onvert Text to Col	umns Wizard - S	Step 2 of 3			?	\times
his screen lets you n the preview belo Delimiters Tab Semicolon Comma Space	set the delimite w. ☑ T <u>r</u> eat cor Text <u>q</u> ualifie	rs your data nsecutive del	contains. You imiters as one	can see how yo	ur text is a	ffecte
	1					
Other: Data preview Howard Sπ	nith					7~
Other: Data preview Howard Sm Tonya Be Baltasarre Ma Robert Le Kathy Pi	nith Ellafonte Ingiacina Se per					`
Other: Data preview Howard Sm Tonya Be Baltasarre Ma Robert Le Kathy Pi	nith Hlafonte Ingiacina He IPer					>

Last but not least – Step 3 in Convert Text to Columns wizard
Data format > Destination > Finish

onvert lext	to Columns Wizard	- Step 3 of 3			?	×
This screen le Column dat	its you select each c a format	olumn and set 'General' (the Data Forn	nat. eric values to nu	mbers, date	values
O Date:	MDY 🗸	to dates, a		Advanced	xt.	
D <u>e</u> stination:	\$A\$2					1
Destination: Data preview General Howard	SAS2 W General Smith					
Destination: Data <u>p</u> review General Howard Tonya Baltasar Robert Kathy	SAS2 Seneral Smith Bellafonte Mangiacina Lee Piper					



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