

## Split names by using the Convert Text to Columns Wizard



 Show All

Use the Convert Text to Columns Wizard to separate simple cell content, such as first names and last names, into different columns.

Full name	First name	Last name
Syed Abbas	Syed	Abbas
Molly Dempsey	Molly	Dempsey
Lola Jacobsen	Lola	Jacobsen
Diane Margheim	Diane	Margheim

Depending on your data, you can split the cell content based on a delimiter, such as a space or a comma, or based on a specific column break location within your data.

### What do you want to do?


-  Split content based on a delimiter
  - Split space-delimited content
  - Split comma-delimited content
-  Split cell content based on a column break

### Split content based on a delimiter

Use this method if your names have a delimited format, such as "First\_name Last\_name" (where the space between First\_name and Last\_name is the delimiter) or "Last\_name, First\_name" (where the comma is the delimiter).

#### Split space-delimited content

To complete these steps, copy the following sample data to a blank worksheet.

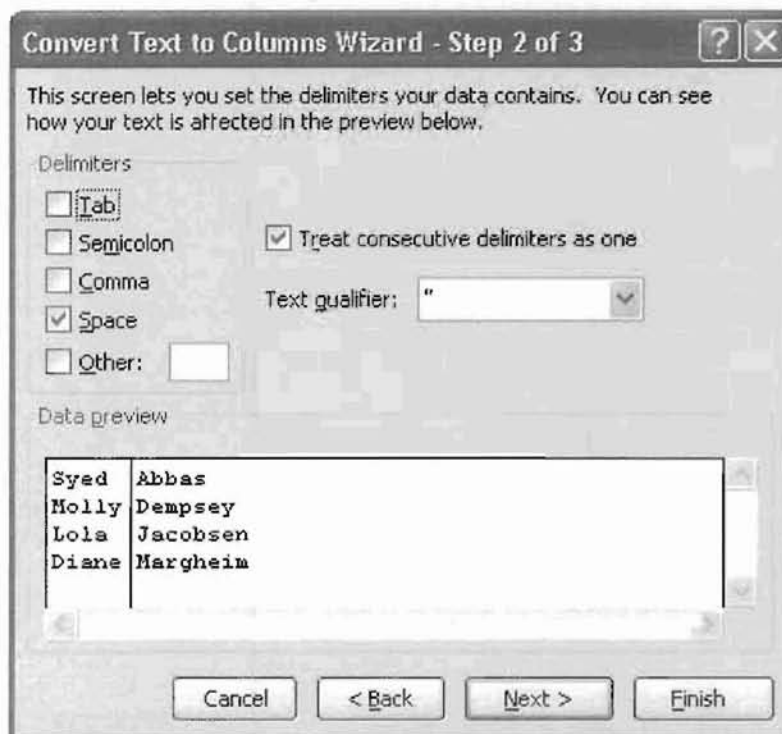
 How to copy an example

A

- 1 Syed Abbas
- 2 Molly Dempsey
- 3 Lola Jacobsen
- 4 Diane Margheim

1. Select the range of data that you want to convert.
2. On the **Data** tab, in the **Data Tools** group, click **Text to Columns**.
3. In Step 1 of the Convert Text to Columns Wizard, click **Delimited**, and then click **Next**.
4. In Step 2, select the **Space** check box, and then clear the other check boxes under **Delimiters**.

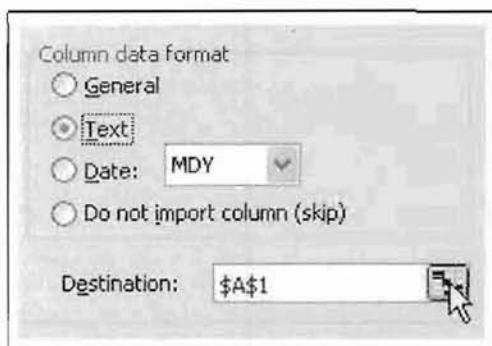
The **Data preview** box shows the first and last names in two separate columns.



5. Click **Next**.
6. In Step 3, click a column in the **Data preview** box, and then click **Text** under **Column data format**.

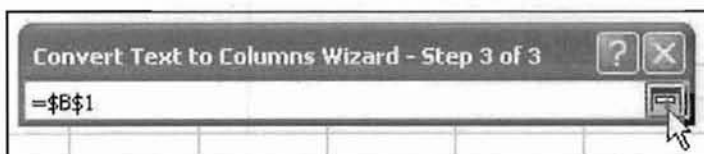
Repeat this step for each column in the **Data preview** box.

7. If you want to insert the separated content into the columns next to the full name, click the icon to the right of the **Destination** box, and then select the cell next to the first name in the list (B2, in this example).



**IMPORTANT** If you do not specify a new destination for the new columns, the split data will replace the original data.

- Click the icon to the right of the **Convert Text to Columns Wizard**.



- Click **Finish**.

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## Split comma-delimited content

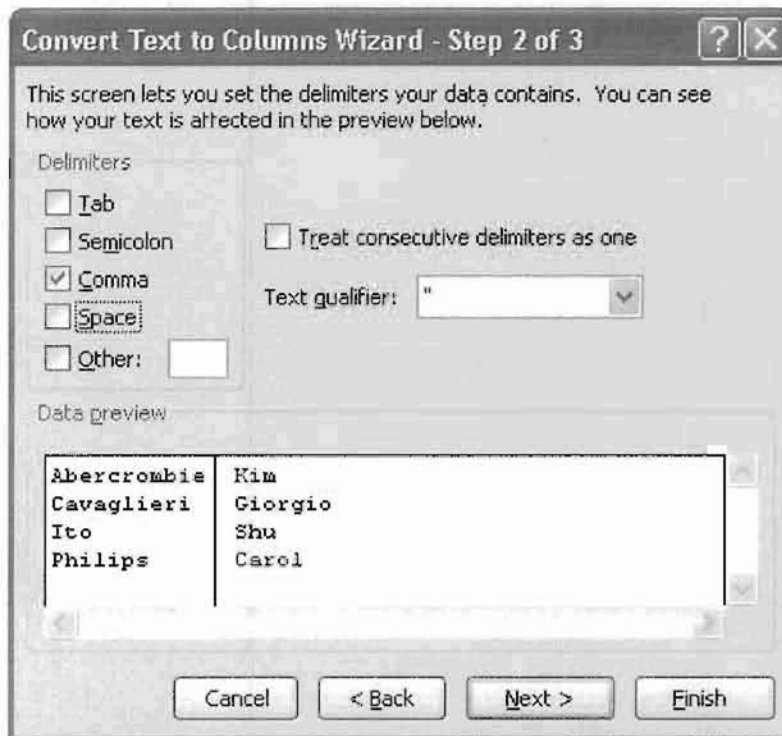
To complete these steps, copy the following sample data to a blank worksheet.

[How to copy an example](#)

	A
1	Abercrombie, Kim
2	Cavaglieri, Giorgio
3	Ito, Shu
4	Phillips, Carol

- Select the range of data that you want to convert.
- On the **Data** tab, in the **Data Tools** group, click **Text to Columns**.
- In Step 1 of the **Convert Text to Columns Wizard**, click **Delimited**, and then click **Next**.
- In Step 2, select the **Comma** check box, and then clear the other check boxes under **Delimiters**.

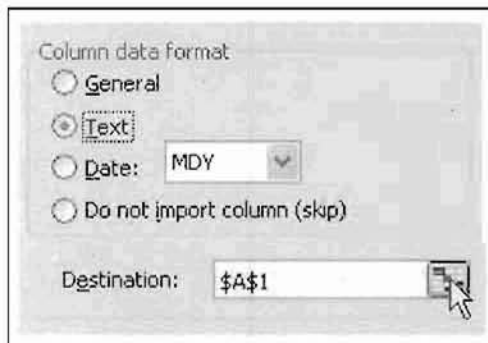
The **Data preview** box displays the first names and last names in two separate lists.



- Click Next.
- In Step 3, click a column in the **Data preview** box, and then click **Text** under **Column data format**.

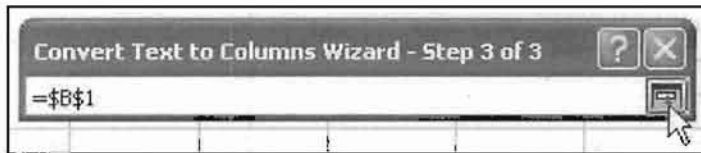
Repeat this step for each column in the **Data preview** box.

- If you want to show the separated content in the columns next to the full name, click the icon to the right of the **Destination** box, and then select the cell next to the first name in the list (B2, in this example).



**IMPORTANT** If you do not specify a new destination for the new columns, the divided data will replace the combined data.

- Click the icon to the right of the **Convert Text to Columns Wizard**.



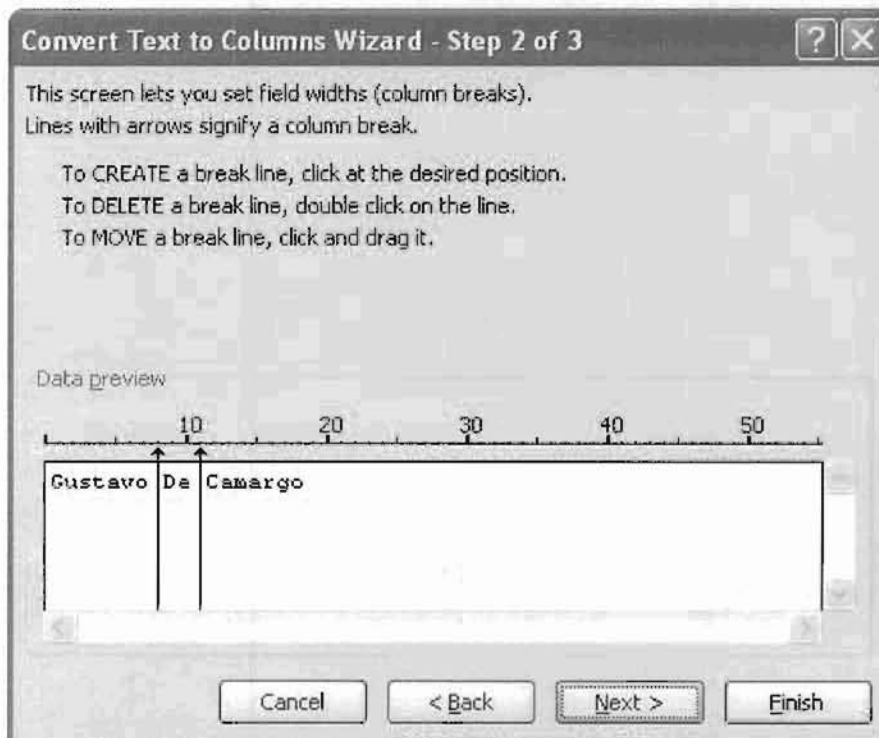
9. Click **Finish**.

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## Split cell content based on a column break

You can also customize how **you** want your data to be separated by specifying a fixed column break location

1. Select the cell or range of cells.
2. On the **Data** tab, in the **Data Tools** group, click **Text to Columns**.
3. In Step 1 of the Convert Text to Columns Wizard, click **Fixed Width**, and then click **Next**.
4. In the **Data preview** box, drag a line to indicate where you want the content to be divided.

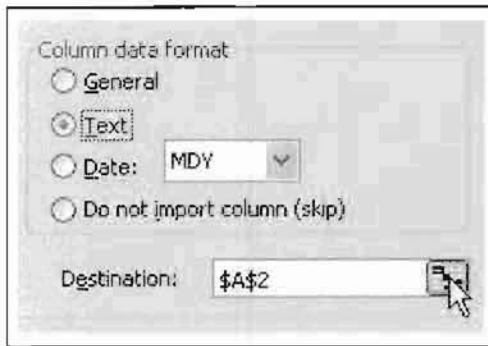


**Tip** To delete a line, double-click it.

5. Click **Next**.
6. In Step 3, select a column in the **Data preview** box, and then click a format option under **Column data format**.

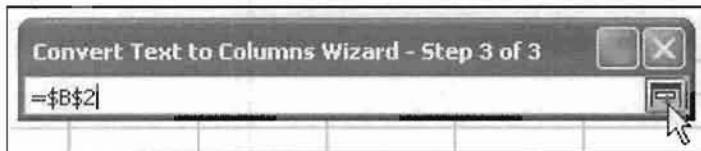
Repeat this step for each column in the **Data preview** box.

7. If you want to show the **split** content in the columns next to the full **name**, click the icon to the right of the **Destination** box, and then click the cell next to the first name in the list.



**IMPORTANT** If you do not specify a new destination for the new columns, the divided data will replace the original data.

8. Click the icon to the right of the **Convert Text to Columns Wizard**.



9. Click **Finish**.

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#### See Also

- Demo: Distribute the contents of 1 cell across multiple cells
- Split text among columns by using functions

Was this information helpful?

Yes

No

I don't know