

## Use Excel's Text to Columns Wizard to Separate First and Last Names

When importing data into a worksheet, it is often necessary to separate the cell contents into two columns. For example, say you've imported the list of names shown in **Figure 1**.

For your mailing program, you need to separate the first and last names into two columns. Follow these steps:

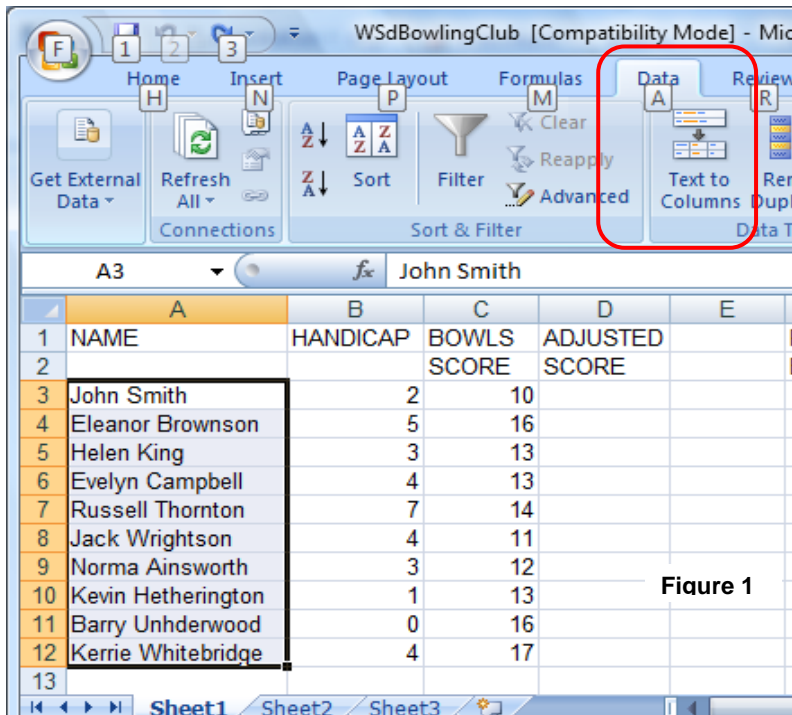


Figure 1

Select A3:A12.

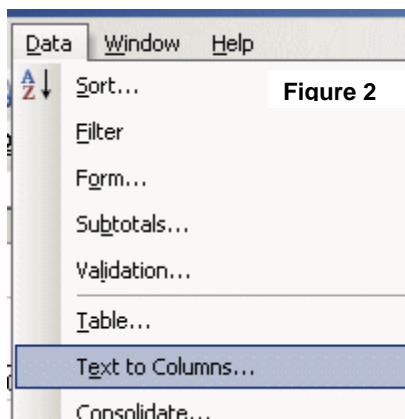


Figure 2

Go to **Data | Text To Columns**. (Figure 2) In Excel 2007, click the **Data** tab and then click the **Text To Columns** command in the **Data Tools** group.

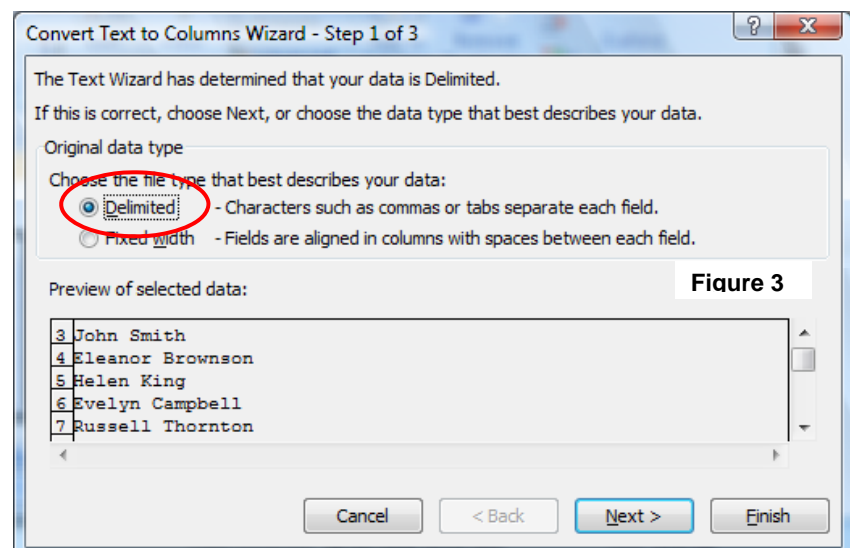


Figure 3

In Step 1 of the **Convert Text To Columns Wizard**, click **Delimited** (Figure 3).

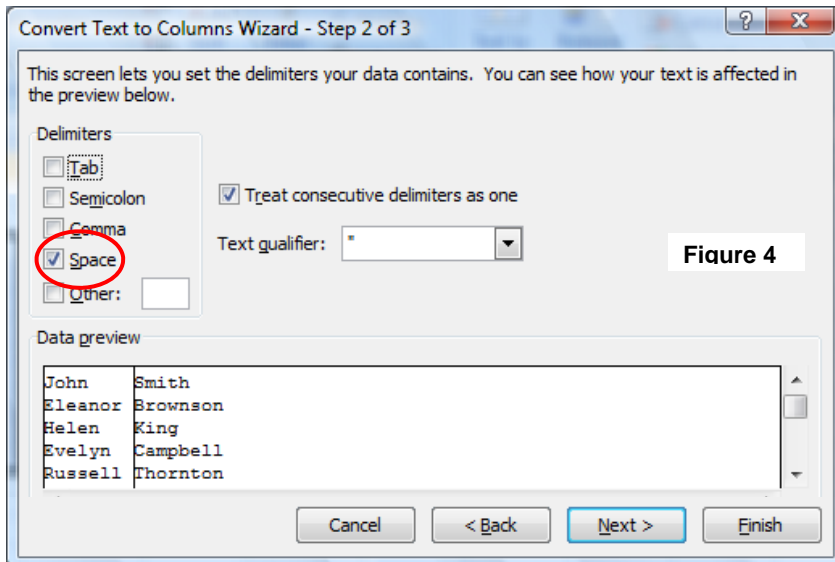


Figure 4

Click **Next** to advance to Step 2 of the wizard, then select the **Space** check box and clear the **Tab** check box in the Delimiters section (**Figure 4**).

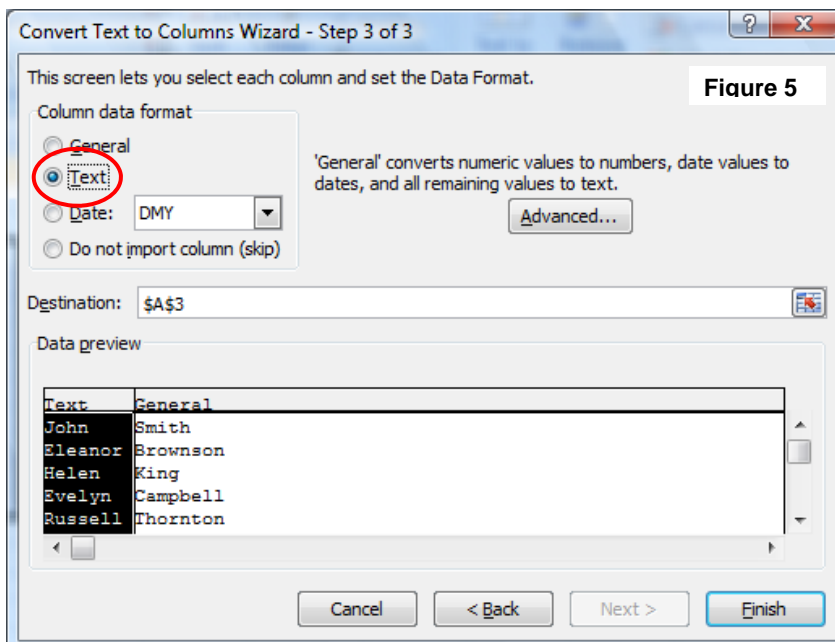


Figure 5

Click **Next** to advance to Step 3, then click **Text** under **Column Data Format** (**Figure 5**).  
Enter A3 in the **Destination** text box and click **Finish** (**Figure 5**).

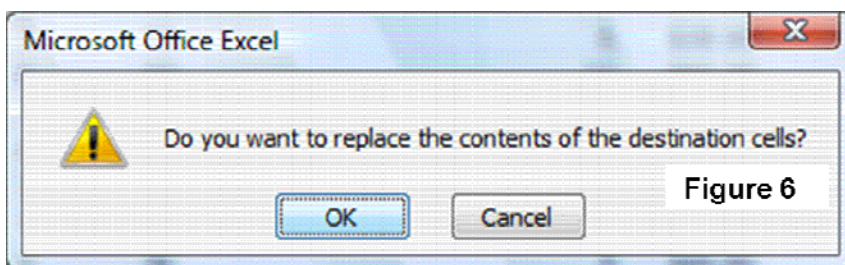


Figure 6

Confirm action before the Wizard finishes (**Figure 6**).

**Note:** The screens are very similar in Excel 2000, 2002 and 2003

