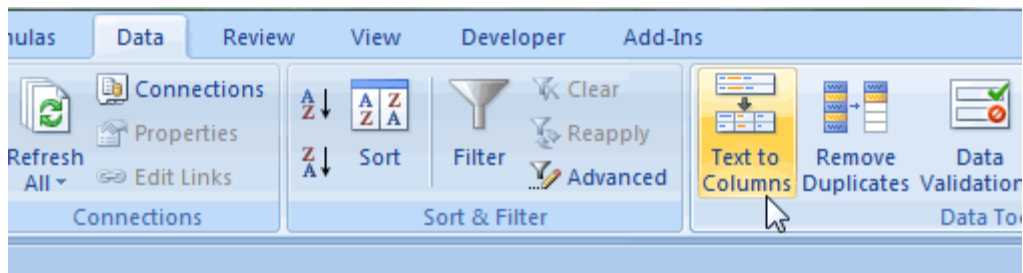


Text to Column in Excel: Divide text cells in separate columns

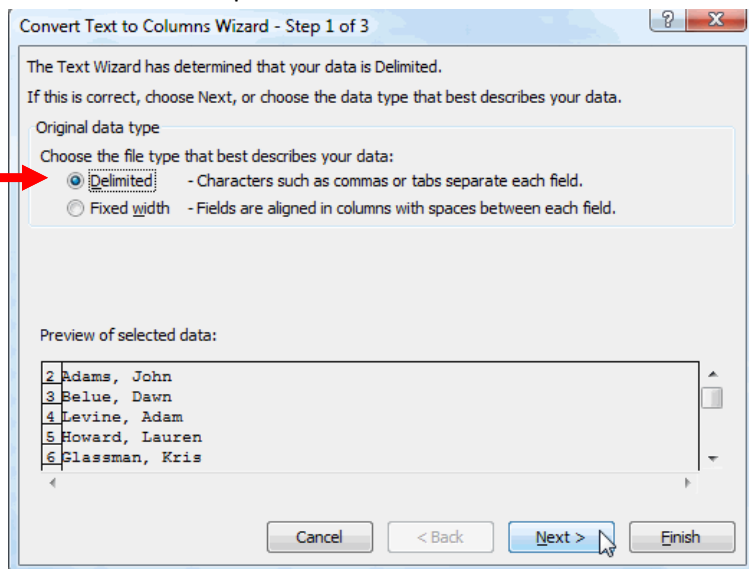
1. Open the spreadsheet
2. Select the data

	A	B	C	D	E
1	Name			Test 1	Test 2
2	Adams, John			80	71
3	Belue, Dawn			96	98
4	Levine, Adam			88	82
5	Howard, Lauren			60	80
6	Glassman, Kris			82	78
7	Goodman, Neil			92	88
8					

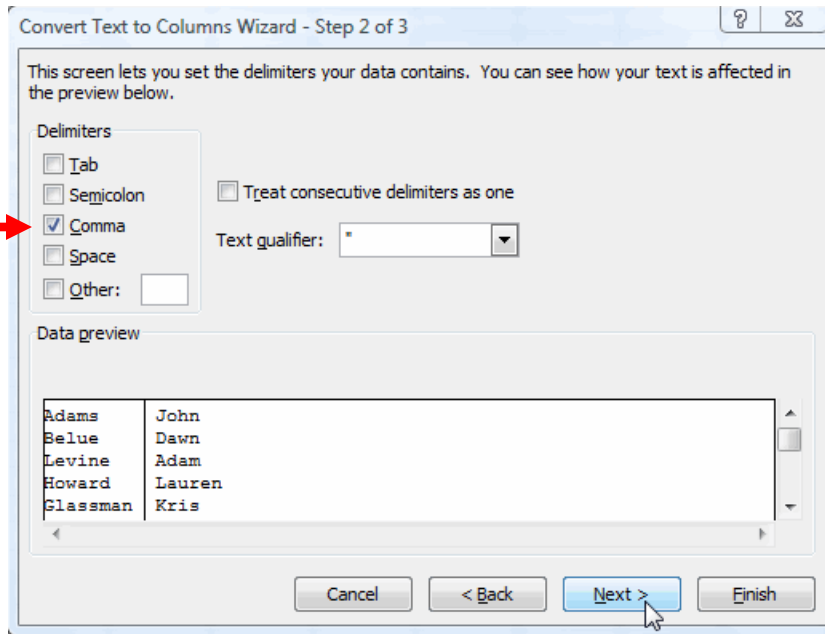
3. Click the **Data** tab and then click **Text to Columns**



4. The wizard will open. Select **Delimited** and then click **Next**

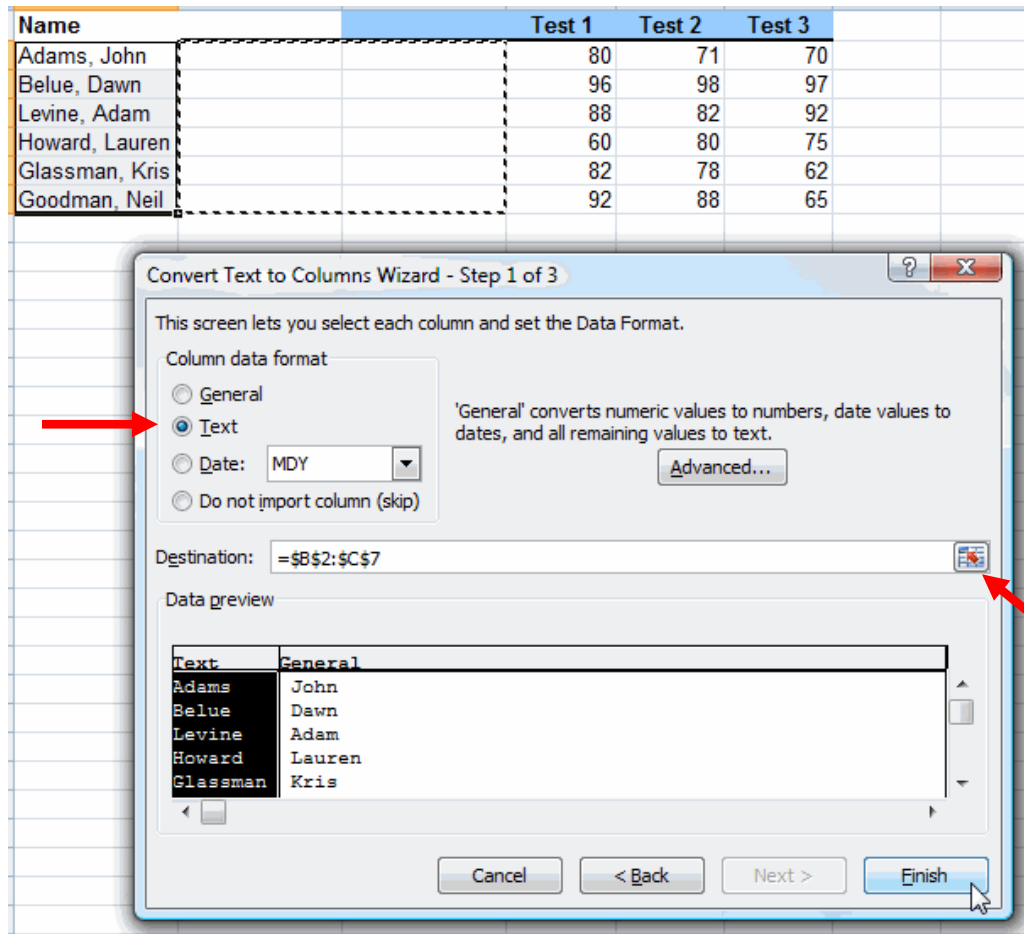


5. Select the **Delimiter** type and click **Next**



6. Change **Data Format** to **Text**

7. Select the cells for the new text column and click **Finish**



8. First and last names now appear in separate columns

Name			Test 1
Adams, John	Adams	John	80
Belue, Dawn	Belue	Dawn	96
Levine, Adam	Levine	Adam	88
Howard, Lauren	Howard	Lauren	60
Glassman, Kris	Glassman	Kris	82
Goodman, Neil	Goodman	Neil	92