

Split text into different cells

Applies To: Excel 2016 , Excel 2013

You can take the text in one or more cells, and spread it out across multiple cells. This is the opposite of concatenate, where you can [combine text from two or more cells into one cell](#). For example, if you have a column of full names, you can split that column into separate first name and last name columns, like this:

	A	B
1	Full Name	
2	Abercrombie, Kim	
3	Abolrous, Hazem	
4	Abrus, Luka	
5	Abu-Dayah, Ahmad	
6	Acevedo, Humberto	
7	Achong, Gustavo	
8	Ackerman, Pilar	
9	Adams, Terry	
10	Ahs, David	
11	Allen, Michael	
12	Anderson, Nancy	
13	Andrews, Ben	
14	Andres, Lisa	
15	Atlas, Vivian	
16		
17		

Original text in one column

	A	B	C
1	Full Name	Last Name	First Name
2	Abercrombie, Kim	Abercrombie	Kim
3	Abolrous, Hazem	Abolrous	Hazem
4	Abrus, Luka	Abrus	Luka
5	Abu-Dayah, Ahmad	Abu-Dayah	Ahmad
6	Acevedo, Humberto	Acevedo	Humberto
7	Achong, Gustavo	Achong	Gustavo
8	Ackerman, Pilar	Ackerman	Pilar
9	Adams, Terry	Adams	Terry
10	Ahs, David	Ahs	David
11	Allen, Michael	Allen	Michael
12	Anderson, Nancy	Anderson	Nancy
13	Andrews, Ben	Andrews	Ben
14	Andres, Lisa	Andres	Lisa
15	Atlas, Vivian	Atlas	Vivian
16			
17			

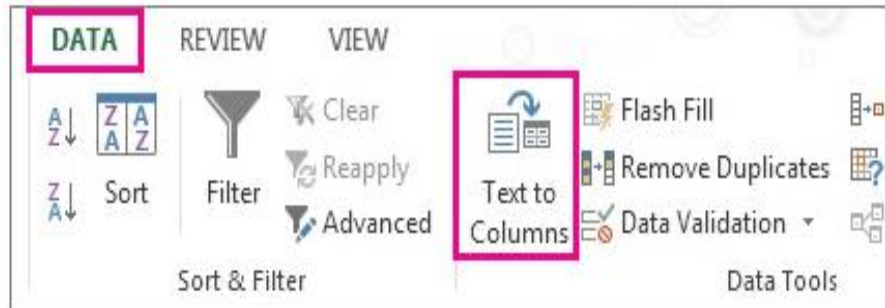
Text split into two new columns

Go to **Data > Text to Columns**, and the wizard will walk you through the process. Here's a full breakdown of how it works:

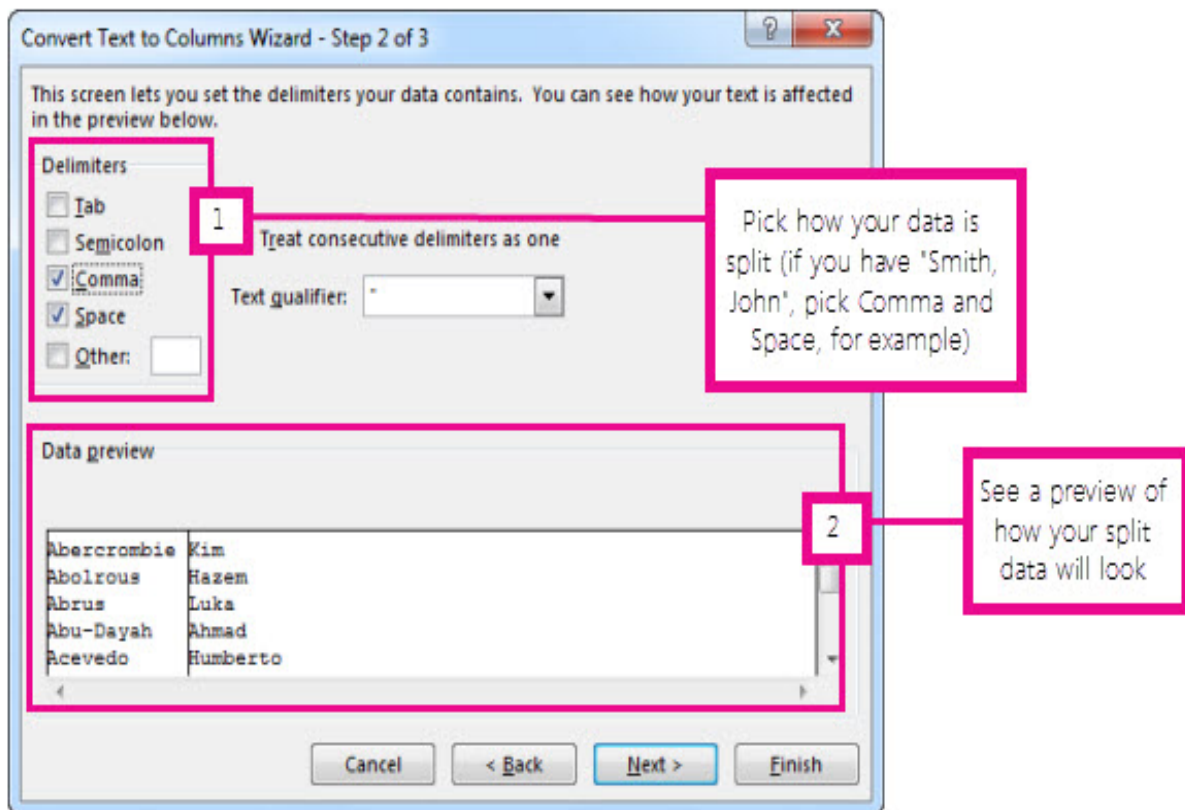
1. [Select the cell or column](#) that contains the text you want to split.

Note: Select as many rows as you want, but no more than one column. Make sure there's enough empty columns to the right so nothing over there gets overwritten. If you don't have enough empty columns, add them.

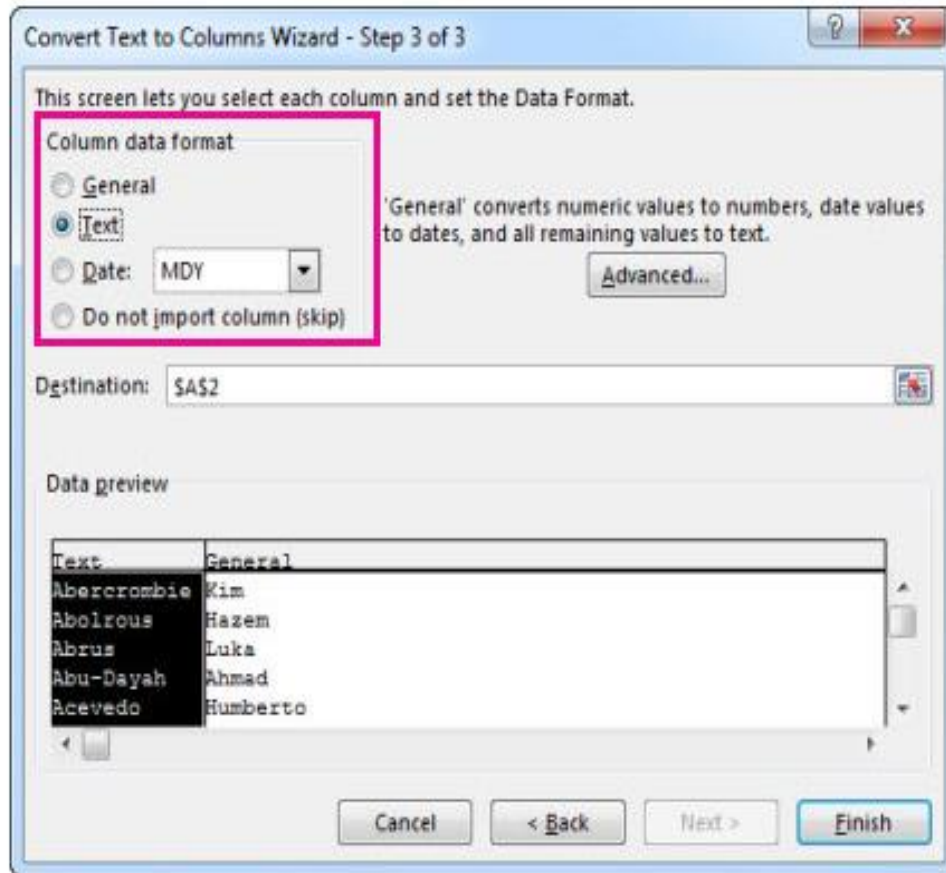
2. Click **Data >Text to Columns**.




3. This starts the **Convert Text to Columns Wizard**. Click **Delimited > Next**.
4. Check **Space**, and clear the rest of the boxes, or check **Comma** and **Space** if that is how your text is split (**Smith, John**, with a comma and space between the names). You can see a preview of your data in the **Data preview** window.




5. Click **Next**.
6. In this step, you pick the format for your new columns, or you can let Excel do it for you. If you want to pick your own format, select the format you want, such as **Text**, click the second column of data in the **Data preview** window, and click the same format again. Repeat for all the columns in the **preview** window.



7. Click the  button to the right of the **Destination** box to collapse the dialog box.
8. Select the cells in your workbook where you want to paste your split data. For example, if you are dividing a full name into a first name column and a last name column, select the appropriate number of cells in two adjacent columns.

	A	B	C	D
1	Full Name	Last Name	First Name	
2	Abercrombie, Kim			
3	Abolrous, Hazem			
4	Abrus, Luka			
5	Abu-Dayah, Ahmad			
6	Acevedo, Humberto			
7	Achong, Gustavo			
8	Ackerman, Pilar			
9	Adams, Terry			
10	Ahs, David			
11	Allen, Michael			
12	Anderson, Nancy			
13	Andrews, Ben			
14	Andres, Lisa			
15	Atlas, Vivian			
16				
17				
18				

9. Click the  button to expand the dialog box, and then click **Finish**.

