

Convert Text to Columns

Sometimes you will want to split data in one cell into two or more cells. You can do this easily by utilizing the Convert Text to Columns Wizard.

- Highlight the column in which you wish to split the data
- Click the **Text to Columns** button on the **Data** tab
- Click **Delimited** if you have a comma or tab separating the data, or click fixed widths to set the data separation at a specific size.

