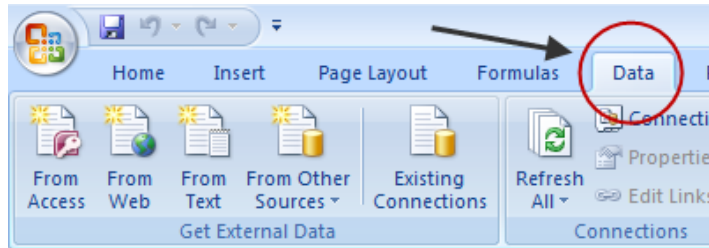


# How do I...?

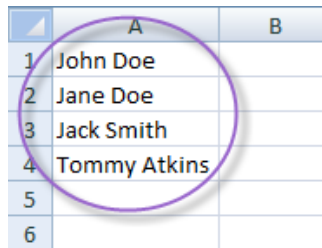
## Split One Column of Data into Two within Microsoft Excel 2007?

One of the many features available in Microsoft Excel 2007 is the ability to split one column of data into two. This is available using the “Text-To Column” feature.

1. To find this feature, select the “Data” tab in the ribbon bar.

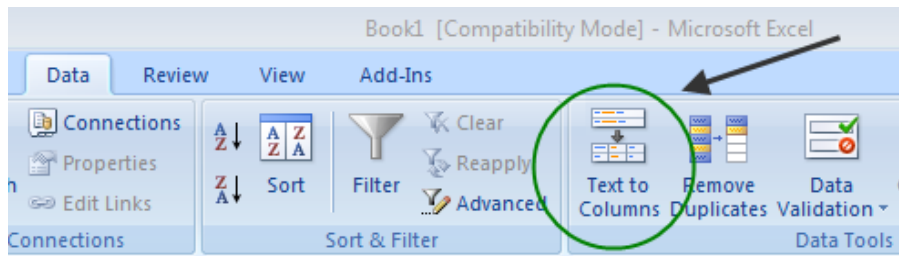


2. Select by highlighting the data you wish to split. Be aware that whatever information is split will appear in the column directly next to the information you currently have, so make sure the spreadsheet is adjusted accordingly.

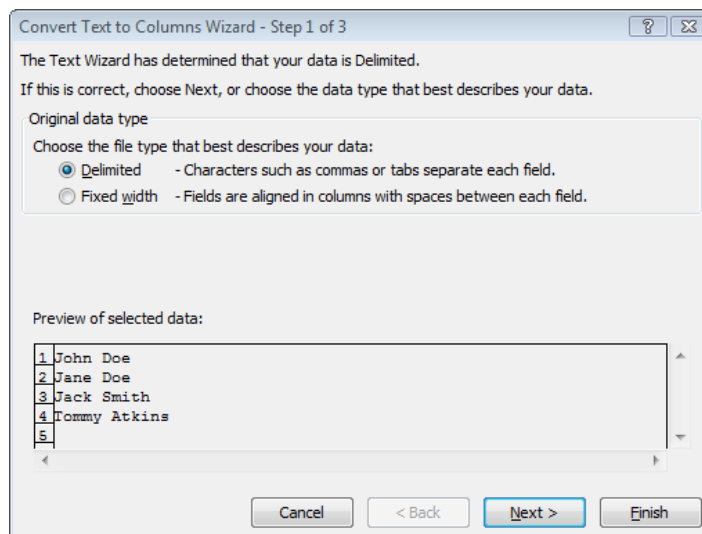
A screenshot of an Excel spreadsheet. The 'Data' tab is selected. The 'Text-to-Columns' button is circled in green. An arrow points to the 'Text-to-Columns' button. Below the ribbon, there are icons for 'Sort', 'Filter', 'Advanced', 'Remove Duplicates', and 'Data Validation' under the 'Data Tools' group.

	A	B
1	John Doe	
2	Jane Doe	
3	Jack Smith	
4	Tommy Atkins	
5		
6		

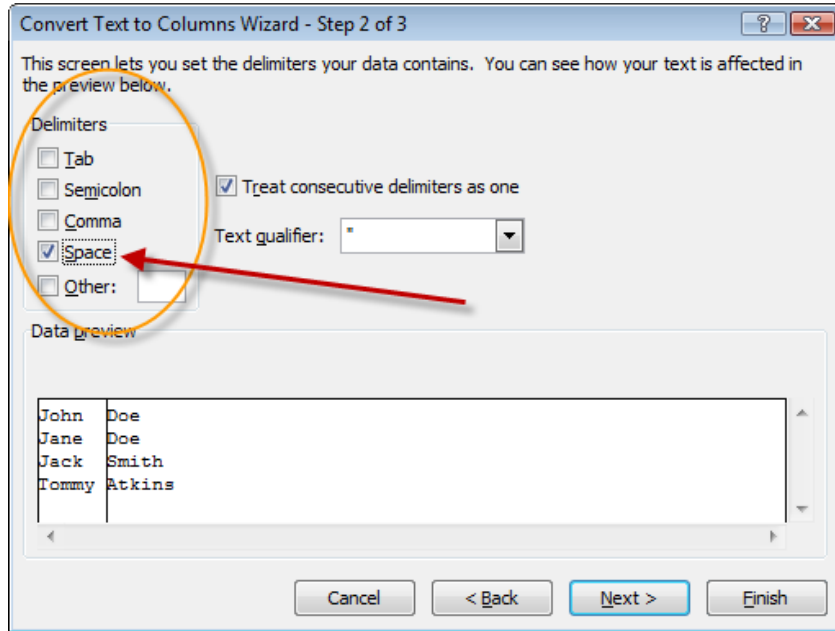
3. Once selected, click on the “Text-to-Columns” button.



4. Follow the steps within the Text Import Wizard (should automatically pop up).



5. Select which delimiter best fits the input information. If a tab separates the information, check the box next to "Tab," and so on.



6. Use this as many times as needed throughout spreadsheet construction.

	A	B	C
1	John	Doe	
2	Jane	Doe	
3	Jack	Smith	
4	Tommy	Atkins	
5			
6			