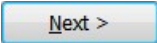
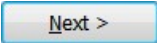
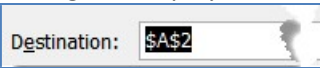
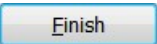


## SPLIT CELL CONTENTS INTO TWO COLUMNS


Separate data in one cell (separated by commas) that appear in one cell into two other columns.

	A	B	C	D	E	F
1	<b>Employee</b>	<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p style="color: red; font-weight: bold; margin: 0;">Splitting cell contents in column A into two columns</p> </div>			<b>Last Name</b>	<b>First Name</b>
2	Bush, George				Bush	George
3	Clinton, Bill				Clinton	Bill
4	Johnson, Michele				Johnson	Michele
5	Lincoln, Abraham				Lincoln	Abraham
6	Micznik, Pam				Micznik	Pam
7	Washington, George				Washington	George

1. Select the cell(s) which have delimited text (i.e. data separated by a comma).
  - Example: Cells A2:A7 (Bush, George : Washington, George)
2. Click the **D**ata menu option
3. Click the **T**ext to Columns... menu option
4. The **Convert Text to Columns Wizard - Step 1 of 3** dialog box displays
5. Select the **D**elimited radio button
6. Click the **N**ext >  button
7. The **Convert Text to Columns Wizard - Step 2 of 3** dialog box displays
8. Locate the **D**elimiters box
9. Select the **C**omma  **C**omma checkbox
10. Click the **N**ext >  button
11. The **Convert Text to Columns Wizard - Step 3 of 3** dialog box displays
12. Select and delete the text in the **D**estination field 
13. Click in the first cell to contain the new information
  - Example: cell E2
14. Click the **F**inish  button

## MERGE DATA FROM MORE TWO OR MORE CELLS INTO ONE

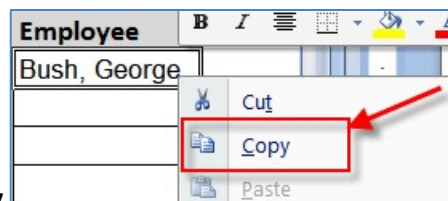
Use formulas to merge data from two or more cells into one.

	A	B	C	D	E	F
1	<b>Last Name</b>	<b>First Name</b>	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Merge data from 2 cells into one.</div> 			<b>Employee</b>
2	Bush	George				Bush, George
3	Clinton	Bill				Clinton, Bill
4	Johnson	Michele				Johnson, Michele
5	Lincoln	Abraham				Lincoln, Abraham
6	Micznik	Pam				Micznik, Pam
7	Washington	George				Washington, George

1. Select the first cell into which the merged data will display
  - Example: Click in Cell F2
2. Type =
3. Select the cell which has the first data to be merged into the target cell
  - Example: Last Name is in Cell A2
4. Type &
5. Add text with quotes
  - Example: “, “
6. Type &
7. Select the next cell with the data to be merged into the target cell
  - Example: First Name is in Cell B2
  - Contents of Cell F2 should now appear as follows:

	A	B	F
1	<b>Last Name</b>	<b>First Name</b>	<b>Employee</b>
2	Bush	George	=A2&“, “&B2

8. Press <Enter>
  - Contents of Cell F2 should appear as seen in the picture at the top of this section
9. To merge the data for the remaining cells, click in the Cell you just completed
  - Example: Cell F2
10. Right click



11. Click the **Copy** option
12. Select the cells in which the other names should be merged
  - Example: Cell F3:F7
13. Press the <Enter> key
14. The results will display in the selected cells