

Use the Convert Text to Columns Wizard in Excel 2007 when you need to split combined data into separate columns, such as first name and last name, or city, state, and zip code.

1. Insert blank columns to the right of the cells you want to convert into multiple columns. If you want your data in three columns, you must have two blank columns.

- Click on the column label to the left of where the new column will be.
- Right-click on the mouse.
- In the drop-down menu, select "Insert." A new column will be inserted next to the column of text.

2. Select the cells you want to convert by highlighting the entire selection with your mouse. If the selection fills a single column, you can click the column label.

3. In the menu ribbon, select the "Data" tab and click the "Text to Columns" icon in the Data Tools pane. The Convert Text to Columns Wizard appears.

- Select the Original Data Type that best fits your existing data. For example, if you're separating text that is variable in length such as a first name and last name, select "Delimited."
- Click "Next."
- If you selected "Delimited," enter the character used to separate the text. For example, if the first name and last name are separated by a comma, check the "Comma" box. If your data are separated by a space, check the "Space" box, etc.
- If you selected "Fixed Width," click the ruler bar where you want the data to split.

4. Click "Finish."

Your data are now separated into multiple columns.