

Using Delimiters in Breaking Text

Having a hard time breaking texts from one Column to different columns? If you have one lengthy text contained in one column and you want to separate it to many columns, delimiters will help you do this.

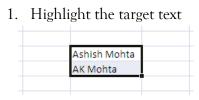
Click here to view how to use the DELIMITERS.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Using Delimiters in breaking text into columns

Breaking along text into columns of excel based on certain delimiters is easy as one-two-three. By following these simple steps you can save a lot of time instead of copying and pasting the text into columns:



2. Click on Data Tab then select Text to Columns

Conn Conn Conn Conn Prope Refresh All → ∞ Edit L	erties Z Sort Filter Reapply Text to Remove Data Consolidate What-If
Connection	Convert Text to Columns Wizard - Step 1 of 3
hish Mohta	
E	The Text Wizard has determined that your data is Delimited.
	If this is correct, choose Next, or choose the data type that best describes your data.
	Original data type Choose the file type that best describes your data:
	Choose the file type that best describes your data: Opelimited - Characters such as commas or tabs separate each field.
Ashish Mohta	Fixed width - Fields are aligned in columns with spaces between each field.
AK Mohta	
	Preview of selected data:
	4 Ashish Mohta
	6
	S &K Mohta 6 7 8 <
	3
	Cancel < Back Next > Finish

3. Choose Delimited as the <i>File Type that best describes your data</i> then click Nex	3.	Choose Delimited as the	File Type that	best describes your	data then click Next
--	----	-------------------------	----------------	---------------------	----------------------

Refresh All + C Ed	nnections perties it Links
Ashish Mohta	Convert Text to Columns Wizard - Step 2 of 3 ? This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Delimiters Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convert Text is affected in the preview below. Image: Convertex is affected in the preview below.
	Data preview Ashish Mohta AK
	Cancel < Back Einish

	Data Data Conn Prope Se Edit L connection	erties Links	Sort	Filter ort & Filt	 ✓ Clear ✓ Reapply ✓ Advanced ter 	Text to Columns	Remove Duplicates			What-If nalysis *
hish Mohta		F	G	Н		J	К	L	M	N
Ashish I AK Moh		Column da <u>G</u> enera <u>T</u> ext <u>D</u> ate:	ta format	~	dates, and	nverts nume			values to	
		Ashish	ew General							
					Cancel		ck r	Vext >	Einish	

5. Lastly, select the Data Format of your output data and click Finish.

4	Α	В	C		А	В	С	D
				1				
		Ashish Mohta		1 2		Ashish	Mohta	
		AK Mohta		3 4		AK	Mohta	
				4				
				5				
		۸ĭ	try using the othe		11.		. 1	

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the **"Serbisyong Bida"** online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.