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.
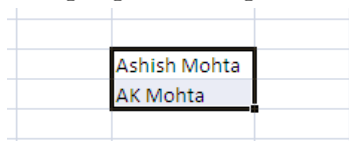
Click here to view how to use the DELIMITERS.

Excel

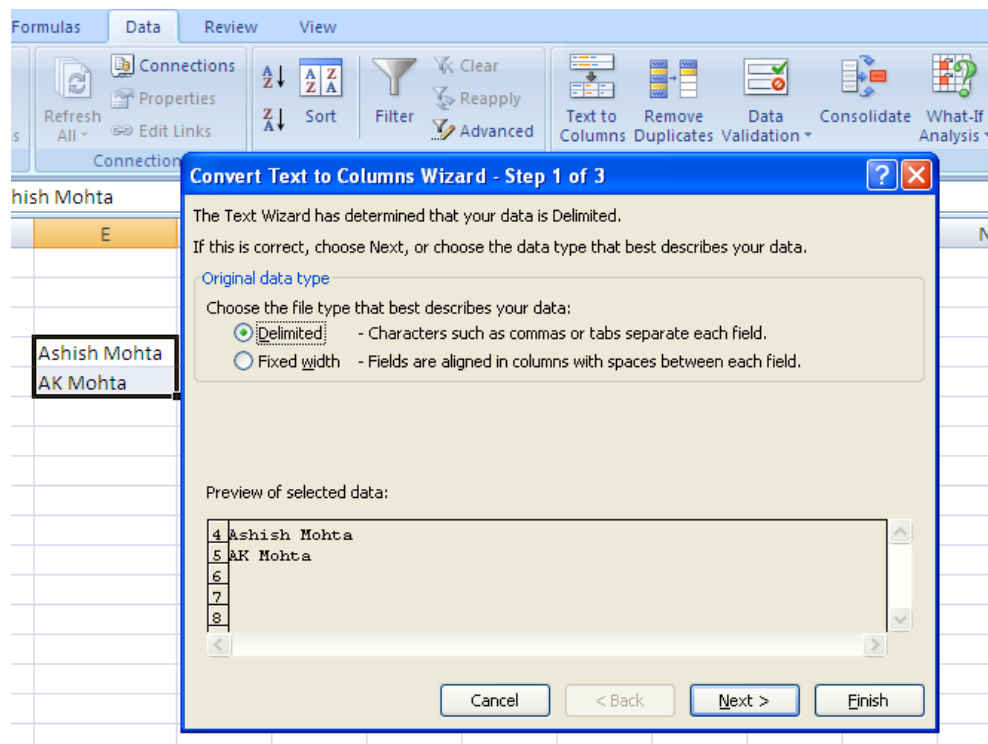# Using Delimiters in breaking text into columns

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:
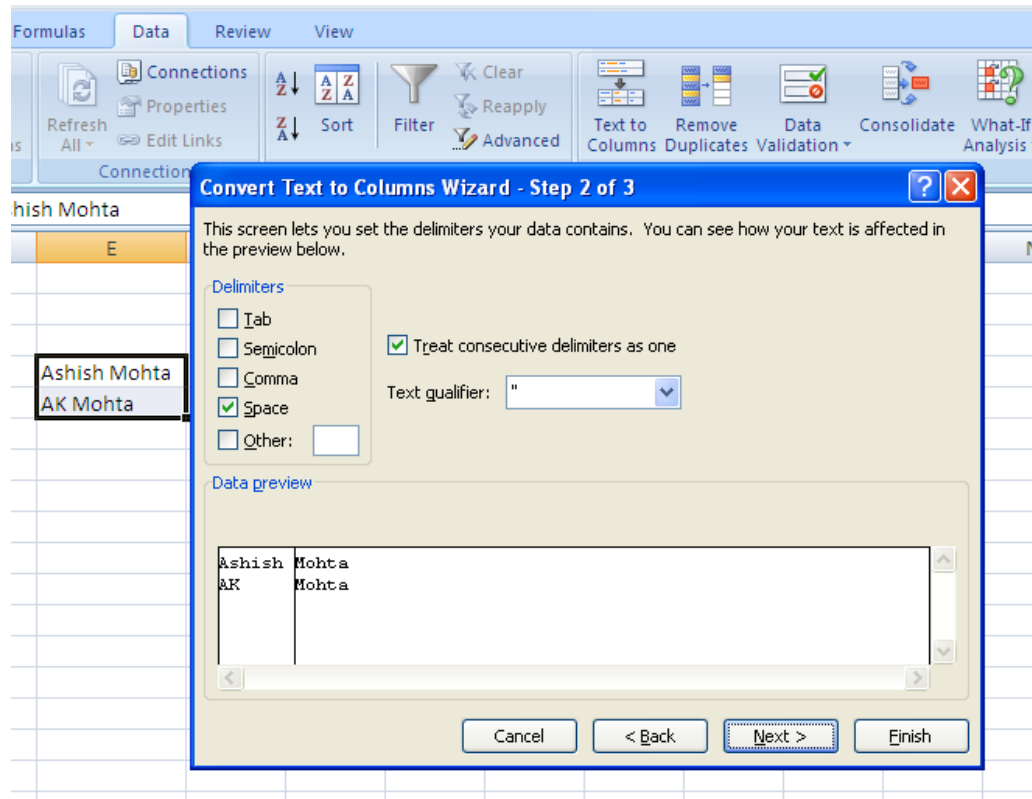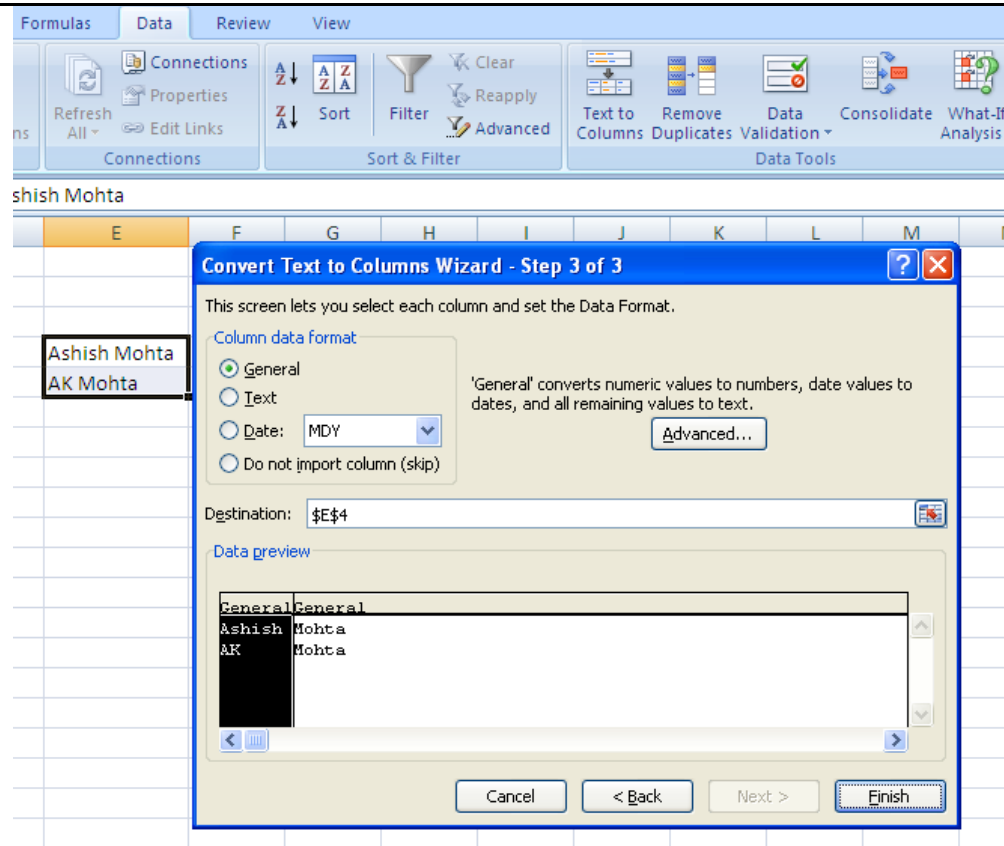
1. Highlight the target text

2. Click on Data Tab then select Text to Columns

3. Choose Delimited as the *File Type that best describes your data* then click Next

4. Pick Space as the *Delimiter* then click Next

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

	Before				After		

Before

◢	A	B	C
1			
2		Ashish Mohta	
3		AK Mohta	
4			
5			

After

◢	A	B	C	D
1				
2		Ashish	Mohta	
3		AK	Mohta	
4				
5				

Now, try using the other Delimiters and let us know what happens.

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