

# how to: Split columns in Excel

This is a step by step guide on how to split columns in Excel. For example, when you have first name and last name in a column and you need to split them for personalisation in **newzapp**.

## Method:

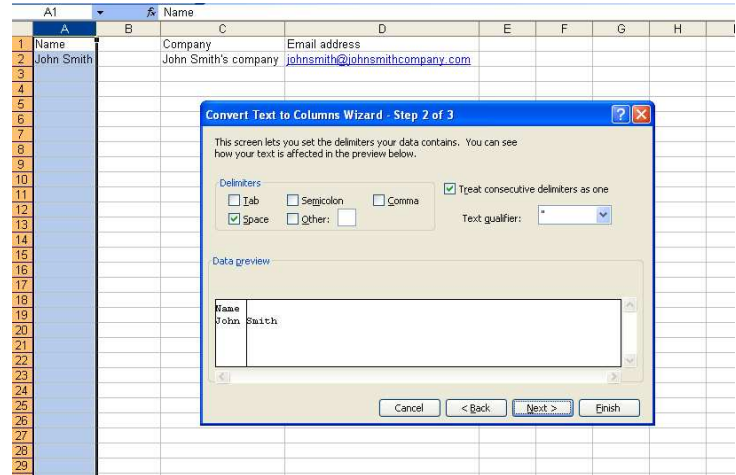
1. This is an example starting point

|   | A          | B                    | C  |
|---|------------|----------------------|--|
| 1 | Name       | Company              | Email address  |
| 2 | John Smith | John Smith's company | <a href="mailto:johnsmith@johnsmithcompany.com">johnsmith@johnsmithcompany.com</a> |
| 3 |            |                      |  |
| 4 |            |                      |  |

2. Insert a column to the right of the one with the 2 items of information in it

|   | A          | B | C                    | D  |
|---|------------|---|----------------------|--|
| 1 | Name       |   | Company              | Email address  |
| 2 | John Smith |   | John Smith's company | <a href="mailto:johnsmith@johnsmithcompany.com">johnsmith@johnsmithcompany.com</a> |
| 3 |            |   |                      |  |

3. Highlight the column (eg column A)
4. Click Data
5. Click Text to columns, Ensure you're on delimited.
6. Click next
7. De-select Tab and select Space
8. Click next
9. Click finish



You should have this at the end:

|   | A    | B     | C                    | D  |
|---|------|-------|----------------------|--|
| 1 | Name |       | Company              | Email address  |
| 2 | John | Smith | John Smith's company | <a href="mailto:johnsmith@johnsmithcompany.com">johnsmith@johnsmithcompany.com</a> |
| 3 |      |       |                      |  |
| 4 |      |       |                      |  |

**If you need any more assistance, please do not hesitate to contact one of your customer service team on 0845 612 5544**