Manual Data Entry: Kick the Habit

TEXT TO COLUMNS (SPLIT COLUMNS)

Imagine you receive a spreadsheet listing 10 digit account numbers, but you only need the first 8 digits. You could retype the data manually but that could take all day! Let Excel break one column into two!

Try the Excel Command Text to Columns, which allows you to split data based on a delimiter (tab, semicolon, comma, space, and other) or a fixed column break within your data.

To use:

Highlight the range of data you wish to split. (Make sure the column of cells to the right of this range is clear so your split up data has a place to go.)

Under the Data tab click Text to Columns. A pop up will appear with three steps.

Step 1: Check if you’re splitting data based on a Delimited or Fixed width point. Click Next.
Step 2: If you selected Delimited, check the Delimiter you are using. If you selected Fixed width, place a line break where you would like the data split. Click Next.
Step 3: Here you can format and preview your data. Click Finish!

You should now see your split data has replaced the original data and you may sort as needed.

CONCATENATE (COMBINE COLUMNS)

Now imagine you have a spreadsheet with two columns: an 8 digit account number and a 2 digit subaccount. Excel can combine the two cells into one to create the 10 digit account number. Just as it does for splitting data Excel has a command for combining data!

To use:

Either:

In an empty cell type the “=” sign. Then click on the CONCATENATE function. A pop up will appear with text boxes for you to enter or select the data you want combined.

Text1: Select the cell containing the 8 digit number
Text2: Select the cell containing the 2 digit number

Or:

In an empty cell type the “=” sign. Then click on the cell with the 8 digit number, type a “&”, then click on the cell with the 2 digit number.