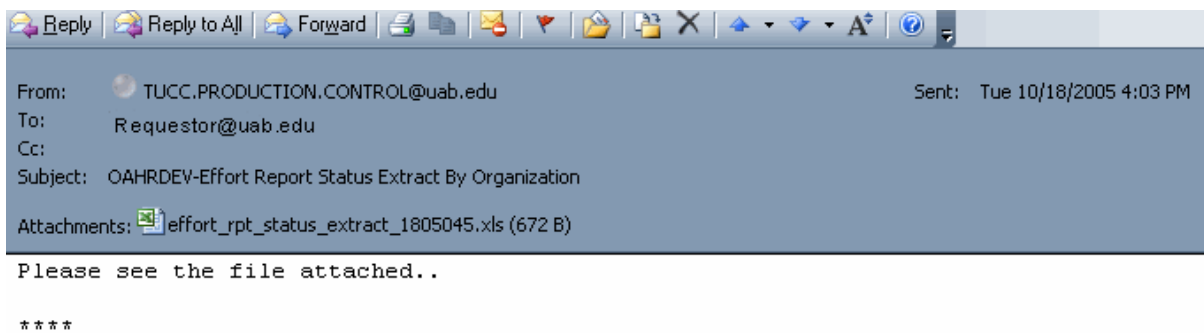


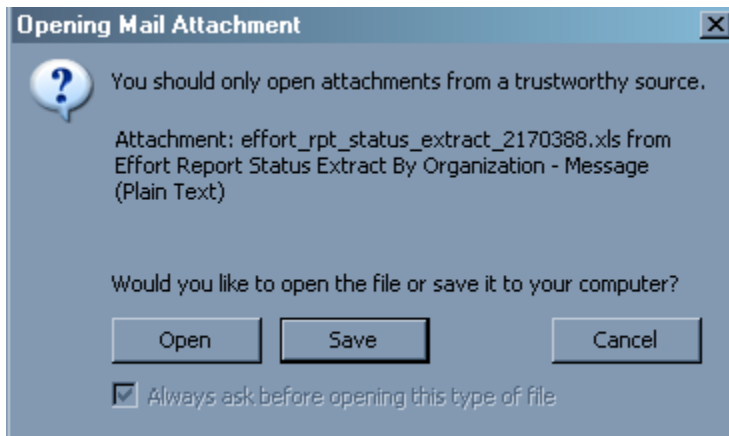
Excel Working with Delimited Cells

Many reports with data extracted from the administrative systems modules will report the data using delimited cells. The information is considered delimited when multiple pieces of information are located in one cell and separated by a common symbol (i.e. comma, semicolon, pipe, etc.) This may create problems with sorting the information contained in the spreadsheet. The user can manipulate the spreadsheet and spread the information across multiple columns.

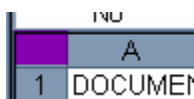
A report will be sent to the requestor as an attachment via an email notification or may be sent through the employee's personal worklist. Double click the **Attachment**.



Select **Open**.



Highlight the entire worksheet by clicking on the **blank area** between the column and row headings.



Excel Working with Delimited Cells

The entire page will highlight. Move the cursor to one of the column headings until it turns into a plus (+) symbol.

Double click the **mouse** and the columns will expand to fit the content of the longest line in each column. Notice that the **APPROVER NAME, APPROVER NUMBER, APPROVER PHONE** and **APPROVER EMAIL ID** fields contain multiple pieces of information that is separated by a pipe (|).

F	G	H
EMPLOYEE NAME	EMPLOYEE NUMBER	APPROVER NAME
Smith, Linda	1006659	Smith, Linda Anderson, Paul Hinton, Rebecca Smith, Randy
Smith, Linda	1006659	Smith, Linda Anderson, Paul Hinton, Rebecca Smith, Randy
Thomas, Jim	1017931	Thomas, Jim Dobson, Martin Garrett, Janet
Martin, Amber	1022228	Martin, Amber
Mitchell, Savannah	1002636	Mitchell, Savannah Carter, Judy Sims, Evan
Mitchell, Savannah	1002636	Mitchell, Savannah Carter, Judy Sims, Evan
Johnson, Darrell	1005842	Johnson, Darrell Brooks, Matthew Haynes, Mason
Ray, Jordan	1029070	Ray, Jordan
Green, William	1015587	Green, William Davis, Laura

In order to delimit the information and separate it into additional columns, determine the number of additional columns that are needed. In the example above, three additional columns are needed so that the approver data fields contain a single information set.

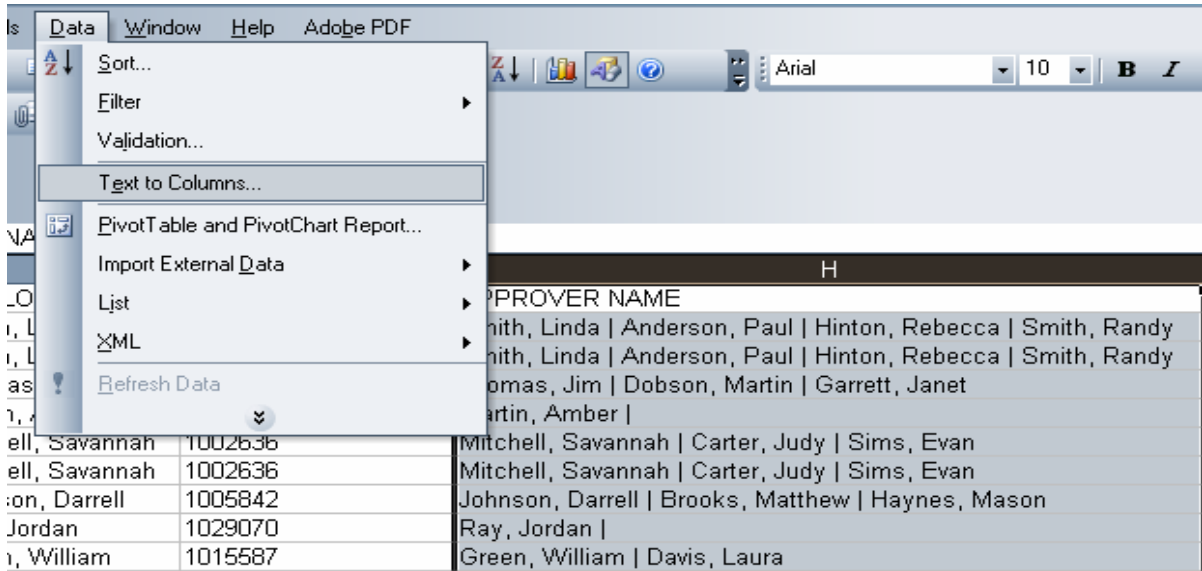
Insert the number of necessary **columns** to the right of the original column. Highlight the three **columns** (I – K) subsequent to the **APPROVER NAME** field.

I	J	K
APPROVER NUMBER	APPROVER PHONE	APPROVER EMAIL ID
1111111 2222222 33: (205) 999-1234 (205) 9 smithl@uab.edu andersonp		
1111111 2222222 33: (205) 999-1234 (205) 9 smithl@uab.edu andersonp		
5555555 6666666 77: (205) 999-2345 (205) 9 thomasj@uab.edu dobsonr		
8888888	(205) 999-4567	martina@uab.edu
9999999 1212121 23: (205) 999-5678 (205) 9 mitchells@uab.edu carterj@		
9999999 1212121 23: (205) 999-5678 (205) 9 mitchells@uab.edu carterj@		
3434343 4545454 56: (205) 999-9876 (205) 9 johnsond@uab.edu brooks		
6767676	(205) 999-1000	quill@uab.edu

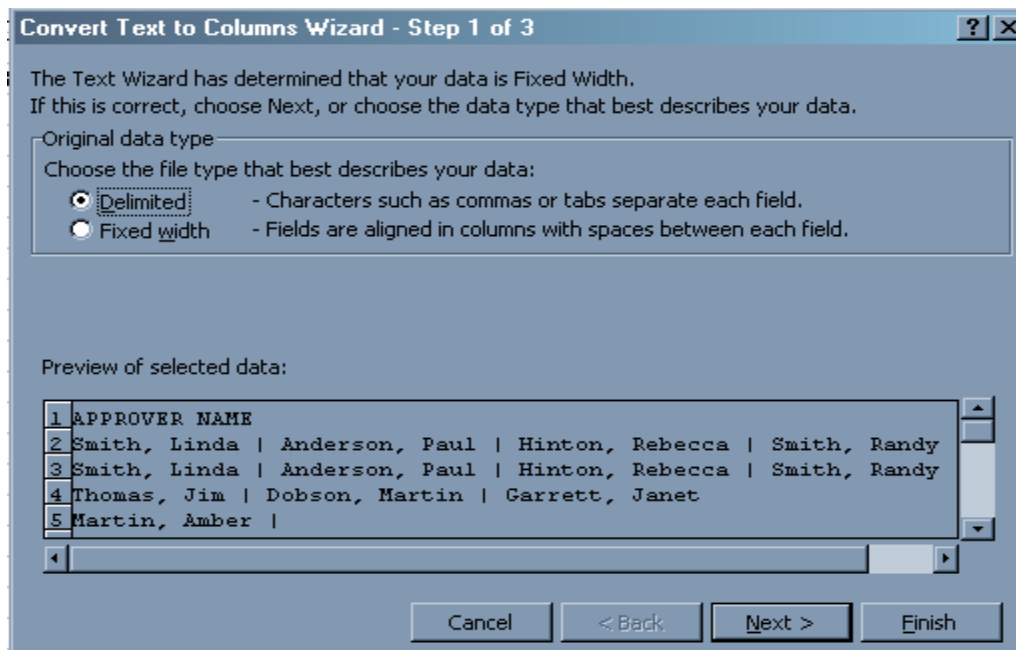
Excel Working with Delimited Cells

Right click the **mouse** and select **Insert** or use the **Insert** command across the top of the page and insert the column(s).

Highlight the data in the **APPROVER NAME** column and select **Text to Columns** from the Data menu.

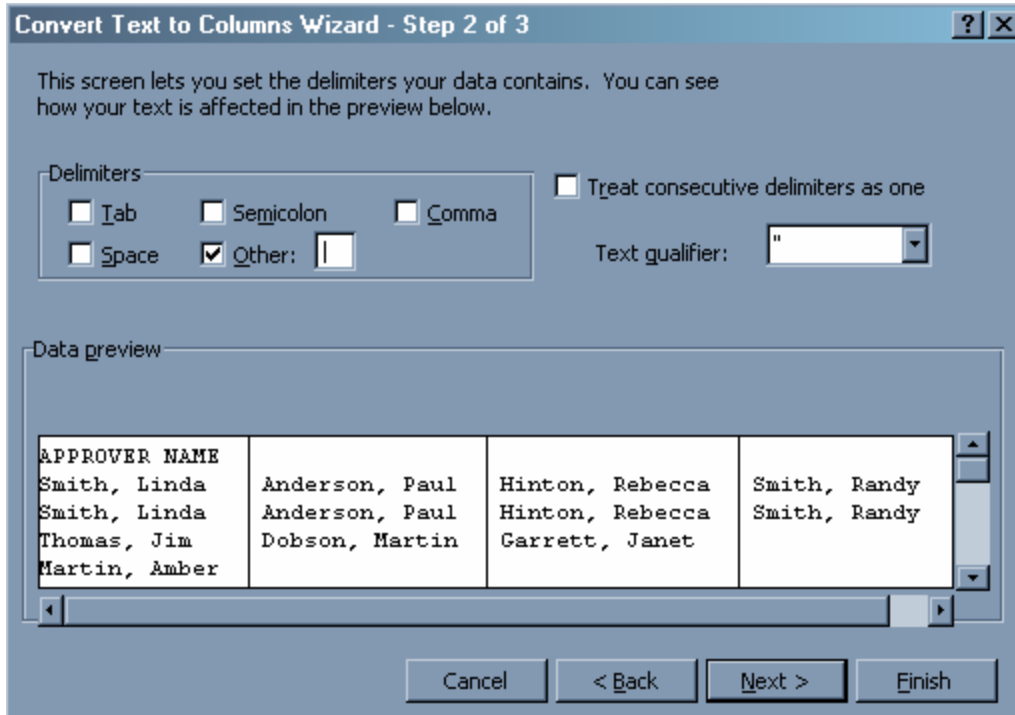


This will launch the **CONVERT TEXT TO COLUMNS WIZARD** box. Click the **radio button** beside **Delimited** and select **Next**.



Excel Working with Delimited Cells

Click the **box next to Other** and type the **pipe (|)** symbol in the box and select **Next**.

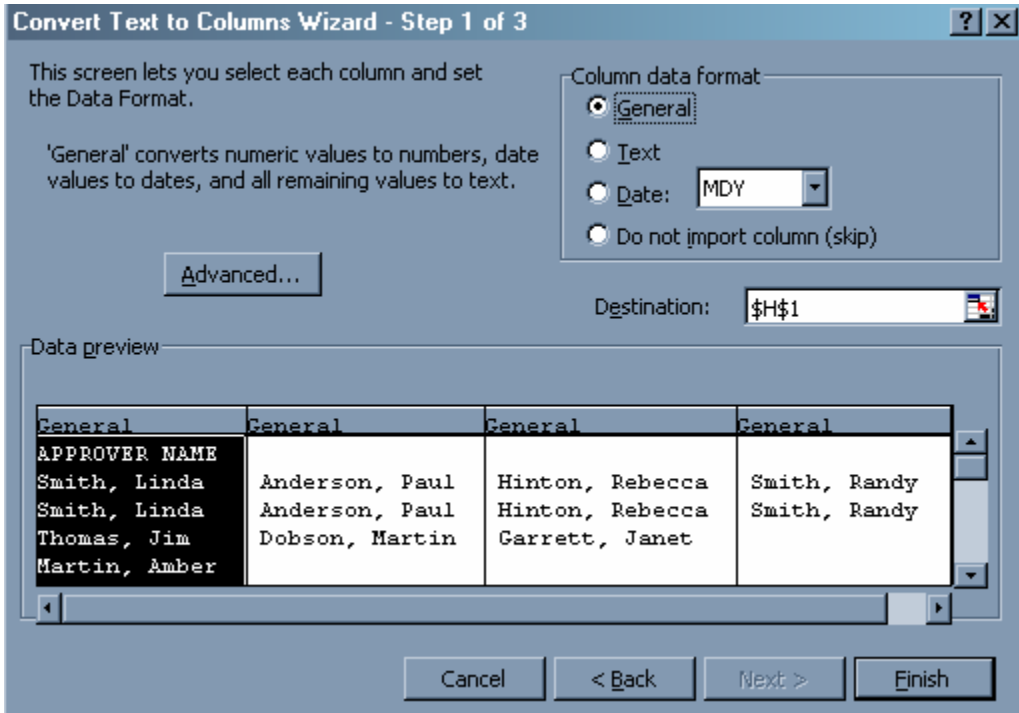


Use the two keys shown on the diagram to type the pipe (|) symbol.



Excel Working with Delimited Cells

The middle portion of the **CONVERT TEXT TO COLUMNS WIZARD** box, **DATA PREVIEW**, shows what the information will look like if the user proceeds with the request. Select **Finish**.



The data is then spread over the new columns that were created.

H	I	J	K
APPROVER NAME			
Smith, Linda	Anderson, Paul	Hinton, Rebecca	Smith, Randy
Smith, Linda	Anderson, Paul	Hinton, Rebecca	Smith, Randy
Thomas, Jim	Dobson, Martin	Garrett, Janet	
Martin, Amber			
Mitchell, Savannah	Carter, Judy	Sims, Evan	
Mitchell, Savannah	Carter, Judy	Sims, Evan	
Johnson, Darrell	Brooks, Matthew	Haynes, Mason	
Ray, Jordan			
Green, William	Davis, Laura		

Follow the same procedure to delimit the data in the **APPROVER NUMBER**, **APPROVER PHONE** and **APPROVER EMAIL ID** fields.

The user may then manipulate the data as necessary.