

From: dopmannouncement <dopmannouncement@uabmc.edu>
Sent: Thursday, February 14, 2019 9:37 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- How to break names apart in Excel

How to break names apart in Excel

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and
Computer Tech in MT-403



SITUATION:

I have people's full names like **Bob Smith** and **Annie Jones** in a single column in Excel. How can I break that up into two columns: one column for the first names, and one column for the last names?

SOLUTION:

Very easy; check out this one minute video: <https://www.youtube.com/watch?v=W4eCDaxP5mg>

Note: In general, there are lots of techniques/formulas that can be used in Excel to manipulate data you have.

(You should very rarely have to resort to re-typing anything.)

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>