

# Split text into different columns with the Convert Text to Columns Wizard

Take text in one or more cells and split it into multiple cells using the **Convert Text to Columns Wizard**.

## Try it!

1. Select the cell or column that contains the text you want to split.
2. Select **Data > Text to Columns**.
3. In the **Convert Text to Columns Wizard**, select **Delimited > Next**.
4. Select the **Delimiters** for your data. For example, **Comma** and **Space**. You can see a preview of your data in the **Data preview** window.
5. Select **Next**.
6. Select the **Destination** in your worksheet which is where you want the split data to appear.
7. Select **Finish**.

# CQI Conference Example

You have a column of text with multiple items that you want to break apart into separate columns.

Capital and Country
Abidjan, Ivory Coast
Yamoussoukro, Ivory Coast
Abu Dhabi, United Arab Emirates
Abuja, Nigeria
Accra, Ghana
Adamstown, Pitcairn Islands
Addis Ababa, Ethiopia
Aden, Yemen
Sana'a, Yemen
Algiers, Algeria

Create a blank column or columns next to your text where each item will go.

Go to the Text to Columns Wizard  Text to Columns

The “delimiter” in our example is a space. The wizard will show you a preview of what the data will look like. When you apply the feature, Excel will break apart the data in the subsequent columns using the delimiter you selected.

## Source:



[Formulas and functions - Microsoft Support](https://support.microsoft.com/en-us/topic/formulas-and-functions-4d961458-686f-4721-b71b-17726bd016b6)

Microsoft provides guides for a variety of excel formulas and functions at <https://support.microsoft.com>