TEAMS: Excel – Text to Columns

This example will demonstrate how to use the Text-to-Columns feature in Excel.

First we obtain the data that will be used in the example. In this case, the Account Code will be separated so that each element is in its own column. Use **My Accounts** to look up the campus/department budget, right click, then choose **Save as Excel...**

Resul	lts									
Config	jure co	lumns Sort Clear So	orted by: (defa	ault)						
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			-]	•	•		•		-
	199.1	1.6112.0000.044.11.144.0	0000	CMS	2017	Substit	ute Teacher Wages		3,700,000	
	199.1	1.6121.0000.044.11.144.0	0000	CMS	2017	Suppor	t Personnel Extra Duty Pay		100.000	
	199. Save as CSV Save as Excel	000	CMS	2017	Substit	utes - Support Personnel		1000.000		
	199.	199. CSV	000	CMS	2017	Social S	ecurity/Medicare		1230,088	
	199.	Export displayed to Excel	000	CMS	2017	Worker	s' Compensation		101,000	
	199.1	1.6146.0000.044.11.144.0	0000	CMS	2017	Teache	r Retirement/TRS Care		775,088	
	199.1	1.6299.0000.044.11.144.0	0000	CMS	2017	Miscella	neous Contracted Services		1000.000	
	199.1	1.6299.0023.044.11.144.0	0000	CMS	2017	Miscella	neous Contracted Services		1.000	
Totals									1891169	1999

Once the data has been extracted, click on the Account Number column to select it.

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	A Jhr	В	С	D	E	F	G
1	Account Number	Owner	Year	Account Name	Adopted Budget	Budget Changes	Amended Budget
2	199.11.6112.0000.044.11.144.0000	CMS	2017	Substitute Teach	10,000,000	11.00	10.000
3	199.11.6121.0000.044.11.144.0000	CMS	2017	Support Personn	10.01.00	11.00	100.00
4	199.11.6122.0000.044.11.144.0000	CMS	2017	Substitutes - Su	1200-000	11.00	-2010
5	199.11.6141.0000.044.11.144.0000	CMS	2017	Social Security/I	10001100	11.00	10001000
6	199.11.6143.0000.044.11.144.0000	CMS	2017	Workers' Compe	-		181
7	199.11.6146.0000.044.11.144.0000	CMS	2017	Teacher Retirem	1.00		1.00
8	199.11.6299.0000.044.11.144.0000	CMS	2017	Miscellaneous C	- 201	-391	194

With this column selected, navigate to the **Data** ribbon, and select the **Text to Columns**

icon.

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From From From Other Access Web Text Sources*	Refresh All + Connections	A Z A Topological Topological Z Sort Filter Topological Reapply Z Sort For topological Topological	Text The Fill Duplicates Validation * Analysis *

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The Text to Columns wizard will open, giving the choice on how to split the data set:

Delimited uses a character to identify breaks (such as the period between account elements)

Fixed Width splits data by specific character counts, determined by the user

b - Tout Missed has determined that your data is Delimi			
ne lext vvizard has determined that your data is Delimi	ted.		
this is correct, choose Next, or choose the data type th	hat best describes ye	our data.	
Original data type			
Choose the file type that best describes your data:			
Delimited - Characters such as commas or ta	abs separate each fi	eld.	
Fixed width Fields are aligned in columns w	ith snaces between	each field	
Preview of selected data:			7.
Preview of selected data: 1 Account Number 2 199.11.6112.0000.044.11.144.0000			^
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This example will use **Delimited**. Select **Next**.

Select **Other** as the delimiter, and enter a period to identify the character to use. Select **Next**.

his screen lets you s	et the	delimite	ers your	data	contai	ns. You	can see how	your text is a	ffected
Delimiters <u>I</u> ab Se <u>m</u> icolon <u>C</u> omma <u>S</u> pace <u>Q</u> ther: Data <u>p</u> review	Text	ſ <u>r</u> eat cor	nsecutin	ve deli	miters	as one			
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199	11	6122	0000	044	11	144	0000		
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4									1

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The next step of the wizard asks to identify column formatting and a destination for the split data to be placed. Typically the format will remain **General**.

The initial destination will default to the cell in which the data currently resides. If the process continued with this destination, the information in columns A-H would be overwritten by the account code elements. For this example, we will choose a destination cell in a column to the right of the data: **\$M\$1**. Select **Finish**.

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The account elements have now split into their own column. The data will now be easier to sort or subtotal for your own purposes. Since the General formatting was selected, there may need to be some custom formatting performed on columns where the account code element begins with the character '0'.

М	Ν	0	Р	Q	R	S	Т
Account N	umber						
199	11	6112	0	44	11	144	0
199	11	6121	0	44	11	144	0
199	11	6122	0	44	11	144	0
199	11	6141	0	44	11	144	0
199	11	6143	0	44	11	144	0
199	11	6146	0	44	11	144	0
199	11	6299	0	44	11	144	0
199	11	6299	23	44	11	144	0
199	11	6299	24	44	11	144	0
400		0000	00		4.4		0