

Split text into different columns with the Convert Text to Columns

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.

GL Account Number	Source	Department	Object	Site	GL Account Description
10-5205-6022-53328-100	5205	6022	53328	100	VTEA : Dual Enrollment : Fica 2312 : Main
10-5205-6022-53345-100	5205	6022	53345	100	VTEA : Dual Enrollment : Medicare 1410 : Main
10-5205-6022-53349-100	5205	6022	53349	100	VTEA : Dual Enrollment : Medicare 2312 : Main
10-5205-6022-53528-100	5205	6022	53528	100	VTEA : Dual Enrollment : UI 2312 : Main
10-5205-6022-53534-100	5205	6022	53534	100	VTEA : Dual Enrollment : UI 1410 : Main
10-5205-6022-53628-100	5205	6022	53628	100	VTEA : Dual Enrollment : W/C 2312 : Main
10-5205-6022-53634-100	5205	6022	53634	100	VTEA : Dual Enrollment : W/C 1410 : Main
10-5205-6022-54500-100	5205	6022	54500	100	VTEA : Dual Enrollment : NI Supplies : Main
10-5205-6022-55815-100	5205	6022	55815	100	VTEA : Dual Enrollment : Tax, Licenses & Fees : Main
10-5205-6022-56410-100	5205	6022	56410	100	VTEA : Dual Enrollment : New Equip : Main
10-5205-6309-51410-100	5205	6309	51410	100	VTEA : Tech Prep Counseling : Academic P/T Non-Instructional : Ma
10-5205-6309-53182-100	5205	6309	53182	100	VTEA : Tech Prep Counseling : Strs 1410 : Main
10-5205-6309-53334-100	5205	6309	53334	100	VTEA : Tech Prep Counseling : Fica 1410 : Main
10-5205-6309-53345-100	5205	6309	53345	100	VTEA : Tech Prep Counseling : Medicare 1410 : Main
10-5205-6309-53534-100	5205	6309	53534	100	VTEA : Tech Prep Counseling : UI 1410 : Main
10-5205-6309-53634-100	5205	6309	53634	100	VTEA : Tech Prep Counseling : W/C 1410 : Main
10-5205-6607-52110-100	5205	6607	52110	100	VTEA : Vocational Education Perkins : Classified Contract Non-Instr
10-5205-6607-53220-100	5205	6607	53220	100	VTEA : Vocational Education Perkins : Pers 2110 : Main
10-5205-6607-53320-100	5205	6607	53320	100	VTEA : Vocational Education Perkins : Fica 2110 : Main
10-5205-6607-53346-100	5205	6607	53346	100	VTEA : Vocational Education Perkins : Medicare 2110 : Main
10-5205-6607-53420-100	5205	6607	53420	100	VTEA : Vocational Education Perkins : H & W 2110 : Main
10-5205-6607-53520-100	5205	6607	53520	100	VTEA : Vocational Education Perkins : UI 2110 : Main
10-5205-6607-53620-100	5205	6607	53620	100	VTEA : Vocational Education Perkins : W/C 2110 : Main
10-5205-6607-55840-100	5205	6607	55840	100	VTEA : Vocational Education Perkins : Other Services : Main
10-5205-6610-52110-100	5205	6610	52110	100	VTEA : Institutional Research : Classified Contract Non-Instr : Main
10-5205-6610-53220-100	5205	6610	53220	100	VTEA : Institutional Research : Pers 2110 : Main
10-5205-6610-53320-100	5205	6610	53320	100	VTEA : Institutional Research : Fica 2110 : Main
10-5205-6610-53346-100	5205	6610	53346	100	VTEA : Institutional Research : Medicare 2110 : Main
10-5205-6610-53420-100	5205	6610	53420	100	VTEA : Institutional Research : H & W 2110 : Main
10-5205-6610-53520-100	5205	6610	53520	100	VTEA : Institutional Research : UI 2110 : Main
10-5205-6610-53620-100	5205	6610	53620	100	VTEA : Institutional Research : W/C 2110 : Main
10-5205-6798-55840-100	5205	6798	55840	100	VTEA : Grant Development & Mgmt : Other Services : Main
5205 Total					

<https://www.microsoft.com/en-us/videoplayer/embed/RWfyHM?pid=ocpVideo1&postJsllMsg=true&maskLevel=20&reporting=true&market=en-us>