

Excel ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, Acrobat. Data tab: Connections, Sort & Filter, Filter, Advanced, Text to Columns, Remove Duplicates, Data Validation, Consolidate. A red circle highlights the 'Text to Columns' button.

Worksheet: A1, Setup Time"Position""File"

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ Delimited - Characters such as commas or tabs separate each field.
- ☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

Setup Time	Position	File
8/30/2010 1:19:11 PM	12-B	"/E. coli DSM 18039_vim10_12B_1_28
8/30/2010 1:53:08 PM	7-B	"/E. coli DSM 30083T_vim10_7B_1_28
8/30/2010 12:31:46 PM	17-B	"/P. aeruginosa DSM 1707_vim10_17B
8/30/2010 11:28:54 AM	22-B	"/P. aeruginosa St. 429_vim10_22B

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Worksheet: A1, Setup Time"Position""File"

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☒ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other: [ ]

☐ Treat consecutive delimiters as one

Text qualifier: [ ]

Data preview

Setup Time	Position	File
8/30/2010 1:19:11 PM	12-B	"/E. coli DSM 18039_vim10_12B_1_28
8/30/2010 1:53:08 PM	7-B	"/E. coli DSM 30083T_vim10_7B_1_28
8/30/2010 12:31:46 PM	17-B	"/P. aeruginosa DSM 1707_vim10_17B
8/30/2010 11:28:54 AM	22-B	"/P. aeruginosa St. 429_vim10_22B

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Worksheet: A1, Setup Time"Position""File"

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- ☒ General
- ☐ Text
- ☐ Date: DMY
- ☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

Text	General	General
Setup Time	Position	File
8/30/2010 1:19:11 PM	12-B	"/E. coli DSM 18039_vim10_12B_1_28
8/30/2010 1:53:08 PM	7-B	"/E. coli DSM 30083T_vim10_7B_1_28
8/30/2010 12:31:46 PM	17-B	"/P. aeruginosa DSM 1707_vim10_17B
8/30/2010 11:28:54 AM	22-B	"/P. aeruginosa St. 429_vim10_22B

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Worksheet: D14

	A	B	C	D	E	F	G	H	I
1	Setup Time	Position	File						
2	8/30/2010 1:19:11 PM	12-B	"/E. coli DSM 18039_vim10_12B_1_28	PMX_0_8#30#2010_E_12B_5.csv					
3	8/30/2010 1:53:08 PM	7-B	"/E. coli DSM 30083T_vim10_7B_1_28	PMX_0_8#30#2010_F_7B_5.csv					
4	8/30/2010 12:31:46 PM	17-B	"/P. aeruginosa DSM 1707_vim10_17B_1_28	PMX_0_8#30#2010_D_17B_5.csv					
5	8/30/2010 11:28:54 AM	22-B	"/P. aeruginosa St. 429_vim10_22B_1_28	PMX_0_8#30#2010_C_22B_5.csv					
6									

Upper left: choose the column to be split.  
Upper right: select tabulator as separator.  
Lower left: set resulting columns to mode text.  
Lower right: enjoy the result.