## **Excel: Text to Columns**<sup>1</sup>

It is possible to copy a block of text into Excel, and then ask Excel to parse the data into columns of words and numbers. This can make creating tables and calculations with external sources of data easier.

For this example, I will use the output from Proc Reg (regression) in SAS.

First I highlighted the text shown below, and put it into my Windows clipboard by holding down the Ctrl Key and pressing C (copy).

Intercept	1	51.55048	10.02590	5.14	<.0001
indig	1	-3.38094	11.67214	-0.29	0.7721
regionb	1	203.89384	10.57473	19.28	<.0001

I then brought up Excel, went to cell A1, and pasted the text, by holding down the Ctrl Key and pressing V. The data in the windows clipboard pastes into Excel as one column and four rows. It is possible to make separate columns of data from this by **clicking on Data**, and then **Text to Columns**, while the data from the windows clipboard is still highlighted.

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Convert Text to Columns Wizard - Step 1 of 3

The Convert Text to Columns dialogue box will appear. You will be offered options on how best to parse the data. For this example, I think that choosing "Fixed width" is the best option for these data. I select it, and then click on Next.

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Delimited - Characters such as commas or tabs separate each field. Fixed width - Fields are aligned in columns with spaces between each field.							
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<sup>&</sup>lt;sup>1</sup>Prepared by Patty Glynn, University of Washington. 1/4/03. C:\all\help\helpnew\excel\_text2column.wpd

If Excel can detect likely places for the separate fields, it will offer these as an option.

You can add or delete marks by clicking on the ruler over the top, then click Next.

Excel will then offer the opportunity to format fields in specific ways. When you am done with this, you can click Finish.

Now, each number is in a cell of its own. You can do Excel things with these numbers and text fields now. For example, you can format them, use them in formulas, make graphs, etc.

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