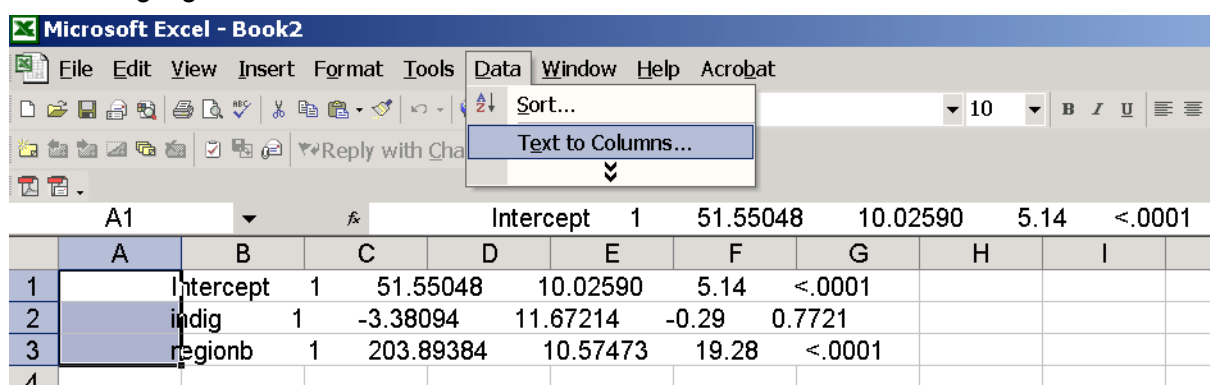# Excel: Text to Columns[1]

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.

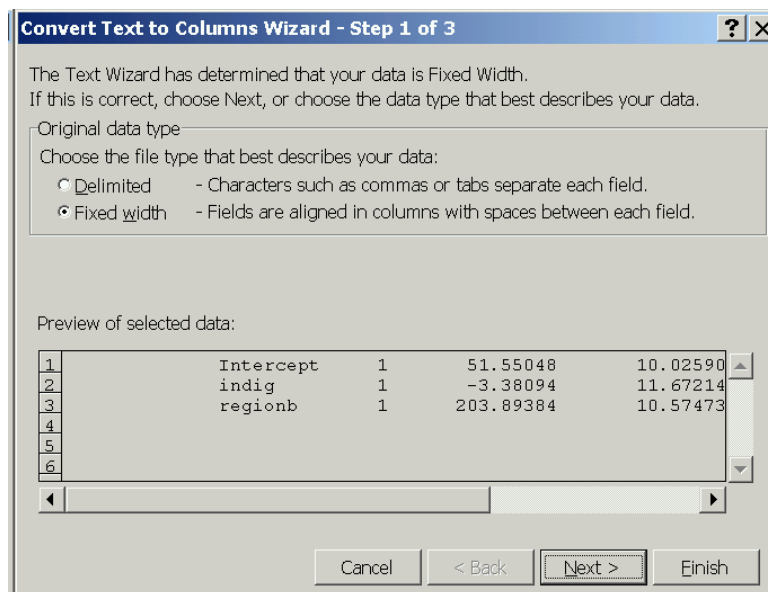For this example, I will use the output from Proc Reg (regression) in SAS.

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.
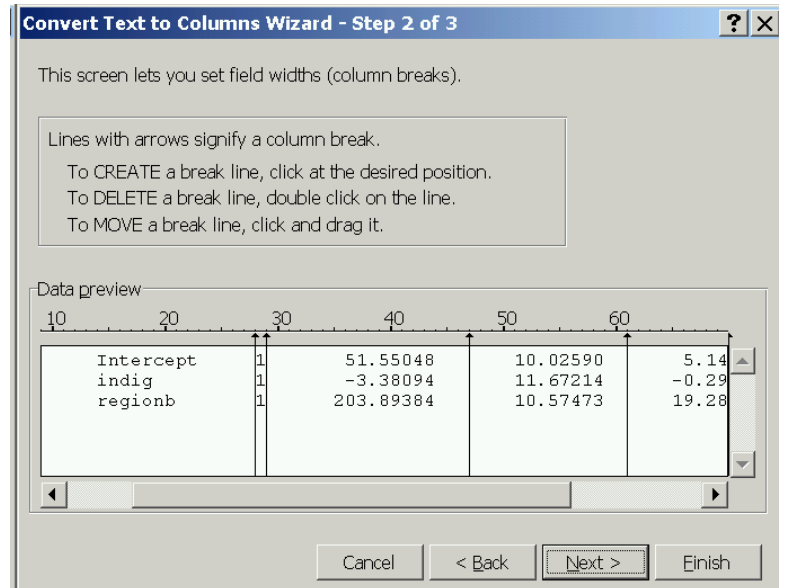

The Convert Text to Columns dialogue box will appear. You will be offered options on how best to parse the data. For this example, I think that choosing "Fixed width" is the best option for these data. I select it, and then click on Next.
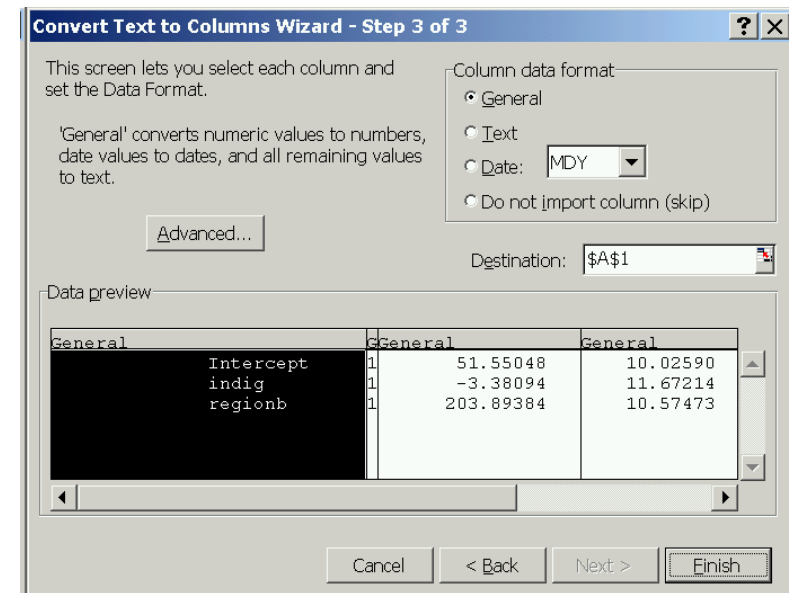
If Excel can detect likely places for the separate fields, it will offer these as an option.

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

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set field widths (column breaks).

Lines with arrows signify a column break.
To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

Data preview

```
      10        20        30        40        50        60
      Intercept    1       51.55048       10.02590       5.14
      indig        1       -3.38094       11.67214      -0.29
      regionb      1      203.89384       10.57473      19.28
```

Cancel   < Back   Next >   Finish

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

Convert Text to Columns Wizard - Step 3 of 3

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

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

Advanced...

Column data format
- ● General
- ○ Text
- ○ Date: MDY
- ○ Do not import column (skip)

Destination: A1

Data preview

```
General              GGeneral            General
      Intercept    1       51.55048       10.02590
      indig        1       -3.38094       11.67214
      regionb      1      203.89384       10.57473
```

Cancel   < Back   Next >   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.

Microsoft Excel - Book2

File Edit View Insert Format Tools Data Window Help Acrobat

Reply with Changes... End Review...

C3   fx   203.89384

	A	B	C	D	E	F
1	Intercept	1	51.55048	10.0259	5.14	<.0001
2	indig	1	-3.38094	11.67214	-0.29	0.7721
3	regionb	1	203.8938	10.57473	19.28	<.0001
4						