

Splitting Columns into Rows



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1

Split Column By Delimiter – Into New Columns

Transformed into

SalesPerson	Clients Assigned
Person 1	Donn Flournoy,Romona Givens,Tisa Archey,Ta Crafford,Kaitlin Tindle,Eldridge Reyer,Tu Mcmillar,Rikki Upchurch,Debbie Mecham
Person 2	Trang Landau,Jerrell Rhoton,Chanell Lorentzen,Sonny Baptiste,Lovetta Neill,Debra Rollo,Yoko Godard,Adolfo Nowlen,Vena Client
Person 3	Wen Kwan,Jacquelin Hankinson,Joline Almeda,Darrel Prow,Lizette Claypool,Alfredo Laney,Asha Schwab,Ardella Jen,Kareen Nack,Vern Spurr,Rina Davalos
Person 4	Lyle Buentello,Inge Calvo,Michel Pickney,Lanelle Dolezal,Tristan Gale,Darcie Kofoed,Kesha Mingus,Annetta Spevak,Willie Liebsch,Shenika Mcglothlin,Regine Fiore,Cecilia Font
Person 5	Shirleen Conrad,Vanessa Bailes,Maribeth Millwood,Terrie Bessler,Marybeth Damron,Eulah Ocegueda,Clifford Villano,Pasquale Stiller,Mertie Rockhold

SalesPerson	Clients Assigned.1	Clients Assigned.2	Clients Assigned.3	Clients Assigned.4	Clients Assigned.11	Clients Assigned.12
Person 1	Donn Flournoy	Romona Givens	Tisa Archey	Ta Crafford		
Person 2	Trang Landau	Jerrell Rhoton	Chanell Lorentzen	Sonny Baptiste		
Person 3	Wen Kwan	Jacquelin Hankinson	Joline Almeda	Darrel Prow	Rina Davalos	
Person 4	Lyle Buentello	Inge Calvo	Michel Pickney	Lanelle Dolezal	Regine Fiore	Cecilia Font
Person 5	Shirleen Conrad	Vanessa Bailes	Maribeth Millwood	Terrie Bessler		

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2

A Pitfall – Fixed Number of Columns

Transformed into

SalesPerson	Clients Assigned
Person 1	Donn Flournoy,Romona Givens,Tisa Archey,Ta Crafford,Kaitlin Tindle,Eldridge Reyer,Tu Mcmillar,Rikki Upchurch,Debbie Mecham
Person 2	Trang Landau,Jerrell Rhoton,Chanell Lorentzen,Sonny Baptiste,Lovetta Neill,Debra Rollo,Yoko Godard,Adolfo Nowlen,Vena Client
Person 3	Wen Kwan,Jacquelin Hankinson,Joline Almeda,Darrel Prow,Lizzette Claypool,Alfredo Laney,Asha Schwab,Ardella Jen,Kareen Nack,Vern Spurr,Rina Davalos
Person 4	Lyle Buentello,Inge Calvo,Michel Pickney,Lanelle Dolezal,Tristan Gale,Darcie Kofoed,Kesha Mingus,Annetta Spevak,Willie Liebsch,Shenika McGlothlin,Regine Fiore,Cecilia Font
Person 5	Shirleen Conrad,Vanessa Bailes,Maribeth Millwood,Terrie Bessler,Marybeth Damron,Eulah Oregueda,Clifford Villano,Pasquale Stiller,Mertie Rockhold

Split Column by Delimiter

Specify the delimiter used to split the text column.

Select or enter delimiter
Comma

Split at
☐ Left-most delimiter
☐ Right-most delimiter
☒ Each occurrence of the delimiter

Advanced options
 Split into
☐ Columns
☒ Rows
 Number of columns to split into
 12
 Quote Character
 "

☐ Split using special characters
 Insert special character

OK Cancel

Dividing Columns into new columns forces a fixed number of new columns to be created

- What if we get new clients assigned to a person? --- Will it work?

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3

Split Column Values Into New Rows

Split Column by Delimiter

Specify the delimiter used to split the text column.

Select or enter delimiter
Comma

Split at
☐ Left-most delimiter
☐ Right-most delimiter
☒ Each occurrence of the delimiter

Advanced options
 Split into
☐ Columns
☒ Rows
 Quote Character
 "

☐ Split using special characters
 Insert special character

OK Cancel

Transformed into

SalesPerson	Clients Assigned
Person 1	Donn Flournoy
Person 1	Romona Givens
Person 1	Tisa Archey
Person 1	Ta Crafford
Person 1	Kaitlin Tindle
Person 1	Eldridge Reyer
Person 1	Tu Mcmillar
Person 1	Rikki Upchurch
Person 1	Debbie Mecham
Person 2	Trang Landau
Person 2	Jerrell Rhoton
Person 2	Chanell Lorentzen
Person 2	Sonny Baptiste
Person 2	Lovetta Neill
Person 2	Debra Rollo
Person 2	Yoko Godard
Person 2	Adolfo Nowlen
Person 2	Vena Client
Person 3	Wen Kwan
Person 3	Jacquelin Hankinson
Person 3	Joline Almeda
Person 3	Darrel Prow
Person 3	Lizzette Claypool

We can solve this!

Using the advanced options to Split into Rows we create as many rows as we need for the values inside of a column

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4