Split Data Into Columns

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You wanted to replace the hyphens for a column.

Highlight all of your cells with the data.

- 1. Select the topmost cell in the column, e.g. A1
- 2. Hold CTRL+SHIFT and then press down arrow.
- 3. Click Data tab > Text To Columns

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4. On the Text To Columns window, select Delimited, click Next

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he Text Wizard has de	termined that your da	na is Delimited.				
this is correct, choose	Next, or choose the	data type that be	st describes your dat	a.		
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5. Choose "other" for type of delimiter and type the minus sign (-)

Convert Text to Columns Wizard - Step 2 of 3		? ×				
This screen lets you set the delimiters your data contains. You can se Delimiters Iab Seggicolon Comma Space Qther:	thow your text is affected in the previe	ew below.				
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Convert Text to Columns Wizard - St	tep 3 of 3				?	X
This screen lets you select each column a Column data format	nd set the Data Forma 'General' converts nu remaining values to t	t. meric value: ext.	s to numbe <u>A</u> dvance	rs, date values to o	dates, and all	
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Click **Finish** Done!