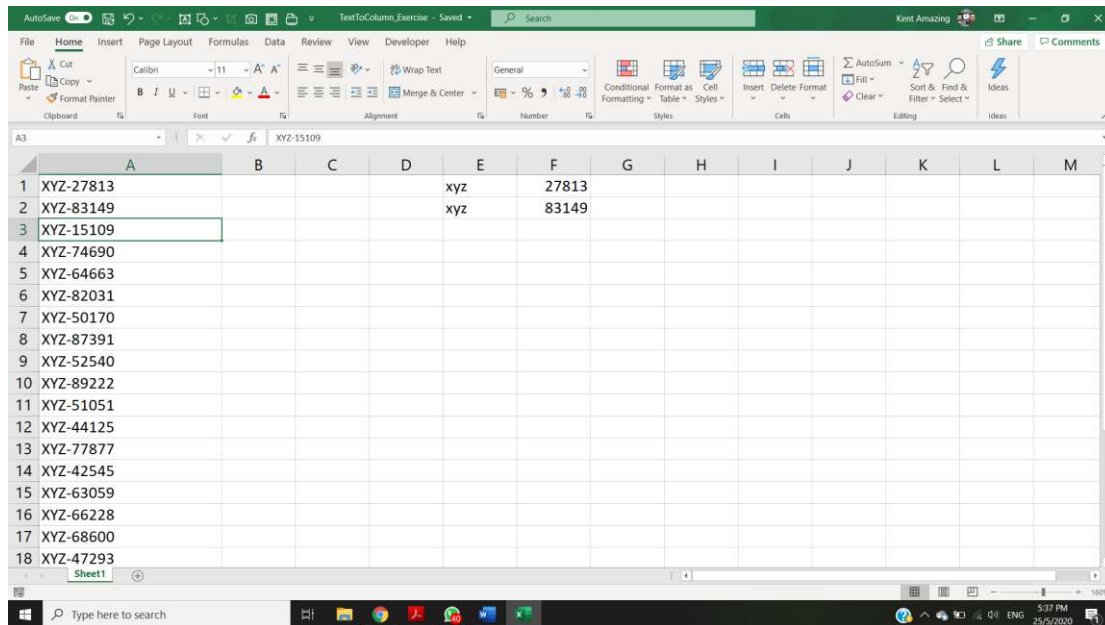


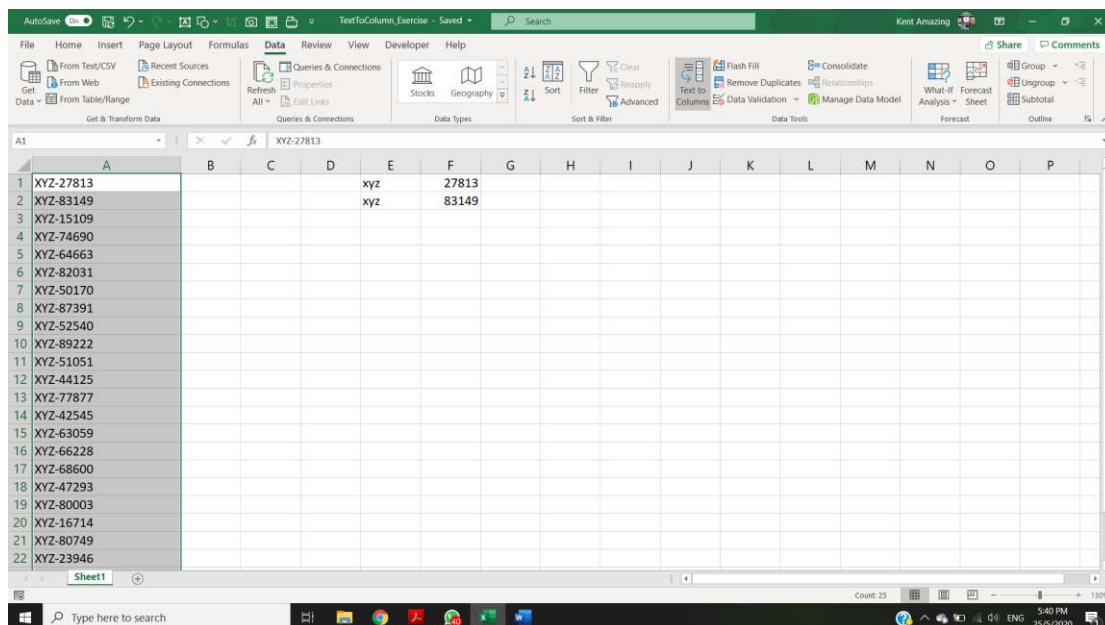
# Split Data Into Columns

You wanted to replace the hyphens for a column.

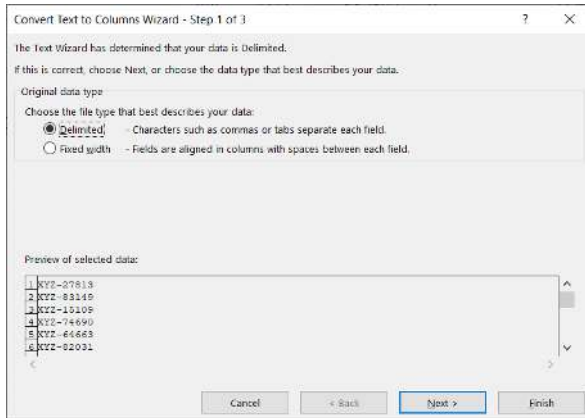


Highlight all of your cells with the data.

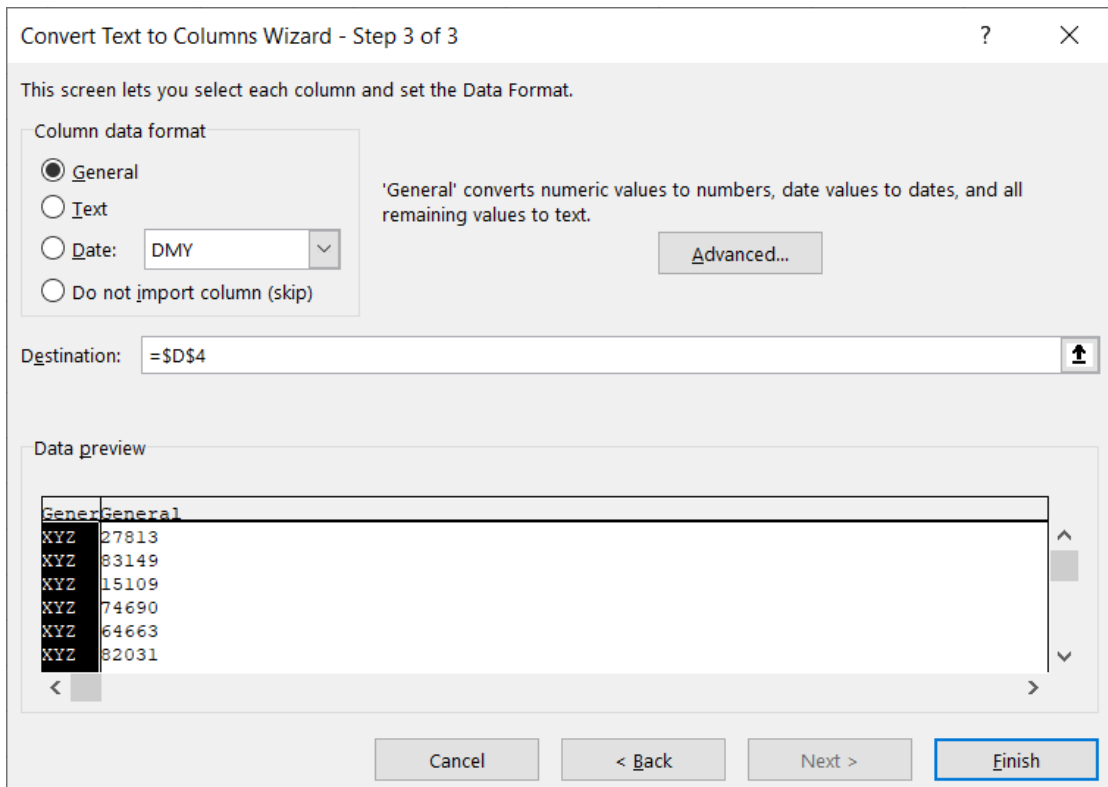
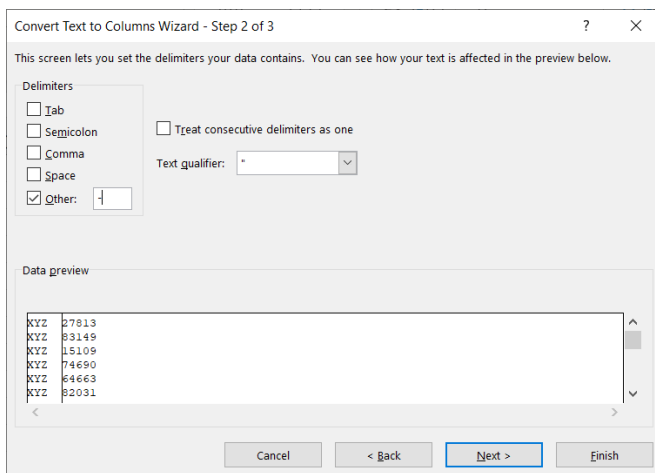
1. Select the topmost cell in the column, e.g. A1
2. Hold **CTRL+SHIFT** and then press **down arrow**.
3. Click **Data** tab > **Text To Columns**



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



5. Choose "other" for type of delimiter and type the minus sign (-)



Click **Finish**  
Done!