

Chop a Single Column into Several Columns - Parse Column

Example – Jenzabar puts time into date fields. Using this method you can place the just the dates into a separate column.

1. Make sure there is an empty column on the right side of the one you are parsing
2. Select the column containing data
3. Excel 2003 – Menu: Text to columns
4. Excel 2007 – Data tab, Text to columns
5. Select Fixed Width or Delimited
6. Use : (space) or , or whatever character separates the data consistently
7. Finish