

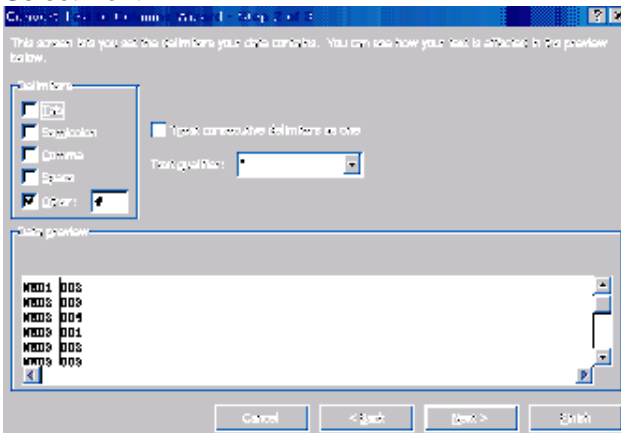


Microsoft Excel 2007 process:

1. Identify the item that separates the columns e.g. #
2. Highlight the range of cells you would like to split e.g. **A2:A12**

1	Main Account Number	Sub Account Number
2	HM002	
3	HM002	
4	HM002	
5	HM002	
6	HM002	
7	HM002	
8	HM002	
9	HM002	
10	HM002	
11	HM002	
12	HM002	

3. From the **Data** tab, in the **Data Tools** group, select **Text to Columns**
4. Select **Next**



5. Select **Other** and place a # in the box
6. Select **Next**
7. Select **Finish**

Solution

1	Main Account Number	Sub Account Number
2	HM001	2
3	HM002	3
4	HM002	4
5	HM003	1
6	HM003	2
7	HM003	3
8	HM003	4
9	HM004	1
10	HM004	2
11	HM004	3
12	HM004	4

