

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

ACROBAT

Tell me what you want to do



Get

Data



From

Text/CSV



From

Web



From

Table/Range



Recent

Sources



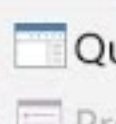
Existing

Connections



Refresh

All



Queries & Connections

Properties

Edit Links

Queries & Connections



Sort



Filter

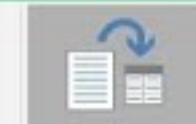
Sort & Filter



Clear

Reapply

Advanced



Text to

Columns



Flash

Fill



Remove

Duplicates



Data

Validation



Consolidate

Data Tools

A2



fx

Abadi, Maha

A

B

C

D

E

F

G

H

1

Full Name

Last Name

First Name

2

Abadi, Maha

3

Ahokainen, Noora

4

Akkiraju, Ravali

5

Aksenova, Evelyn

6

Alexopoulos, Alexia

7

Allu, Deevena

8

Anderson, Kaari

9

Andreas, Katerina

10

Ankitham, Baaji

11

Aunina, Kitija

12

Banis, Irini

13

Baric, Elvis

Select Data >
Text to Columns