

One to multiple columns/Split



name	title	FirstName	LastName
Mr. Sam Brown	Mr.	Sam	Brown
Miss. Lilly Smith	Miss.	Lilly	Smith
Mr. Will Smith	Mr.	Will	Smith
Mrs. Thomas Will	Mrs.	Thomas	Will
Miss. Holmes	Miss.	Holmes	None



Multiple to one column/Merge

title	FirstName	LastName	name
Mr.	Sam	Brown	Mr. Sam Brown
Miss.	Lilly	Smith	Miss. Lilly Smith
Mr.	Will	Smith	Mr. Will Smith
Mrs.	Thomas	Will	Mrs. Thomas Will
Miss.	Holmes	None	Miss. Holmes



name

NameUpper

NameLower

Removing Leading/Trailing Blanks

Mr. Sam Brown

MR. SAM BROWN

mr. sam brown

Miss. Lilly Smith

Miss. Lilly Smith

Mr. Will Smith

Working with

Text Data

