



Module 41: Isolate First Name

41.1 Isolate First Name

Sometimes you may find that you would like to split data which is in one cell into two or more cells.

One of the most common instances of this is with names. You might realize that having full names in a single cell was once a perfectly fine option, but now you would like to split the cells into forenames and surnames. Or, perhaps you would like a completely new data set of just forenames for data collation, or any other reason.

If you should find yourself in that situation you could spend a long time making the revisions manually, with the real potential to make mistakes. Alternatively, you could let Excel do the hard work for you. You can do this using the LEFT and FIND functions.

The formula is written as: **=LEFT(text, FIND(" ", text)-1)**

Remember to leave a space between the “ ” marks.

41.2 Video Instruction

Isolate First Name - 1m 56s

41.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to Isolate First Name.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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