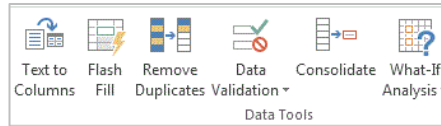


Data Tools Group



Text to Columns

Text to column is used to convert many different names or headings into one column into different columns and Used between two names or heading dot, comma, space, tab or another symbol.

- Type many different name or heading on first column
- Data tab
- Click Text to column
- Click Delimited Radio button
- Next
- Click symbol check box used between names
- Next
- Finish

Flash Fill

If you want any text and number from any column data from front and back, in other columns, you can use Flash Fill.

- Type whatever text and number you want from the first column to the second column.
- In the second column, select where to display the data.
- Data Tab
- Click Flash Fill

Remove Duplicates

Check and remove duplicate entries in any column.

- Click anywhere in the data
- Data Tab
- Remove Duplicates
- Click Unselect All Button
- Click the column check box to be check duplicate entry
- Ok



Data Validation

Using data validation to create a list of names in a single cell or by selecting any column, it contains as many numbers and text as we want. Like an equal, between, not between, and more.

- Select column or cell where you want to use data validation
- Data tab
- Data Validation
- Click Data Validation
- Go to Validation Criteria (Select Validation you want to use)
- Ok