

How to separate first and last name in excel

How to separate names in Excel? This may seem simple but not everyone knows?

You are an office worker and often have to work with lists of many names. Are you looking to separate the first and last name from the list? So what to do? The following article, TipsMake will guide you to read the steps as follows!

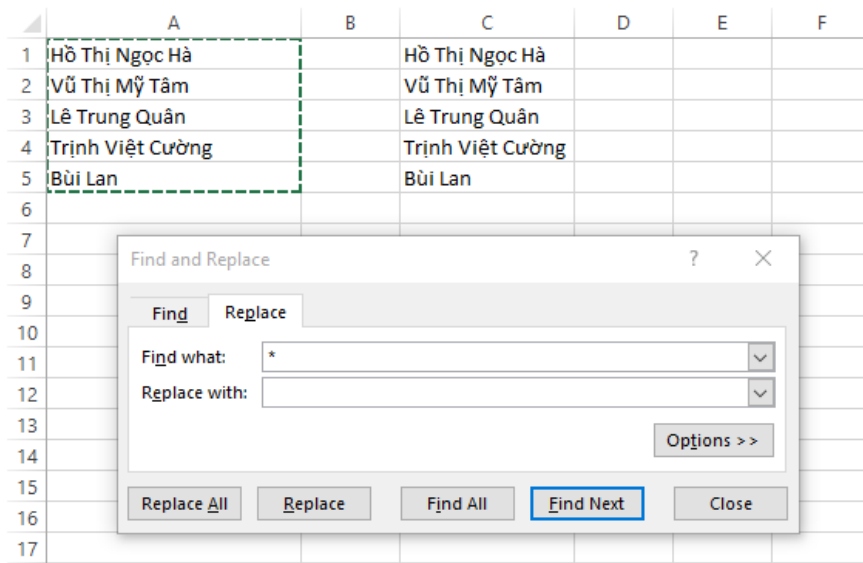
Perhaps this is the most common problem of office people. So let's not spend too much time with it.

Suppose we have to separate the first and last names from a list of the following 5 people:

	A	B	C	D
1	Hồ Thị Ngọc Hà			
2	Vũ Thị Mỹ Tâm			
3	Lê Trung Quân			
4	Trịnh Việt Cường			
5	Bùi Lan			
6				
-				

1.Speed ??name

1. Copy column A to column C.
2. Specify the names that need separating first and last names in column C
3. Press **Ctrl + F** to open the search and replace dialog box
4. In the **Find what** dialog box in the **Replace** window, type: * _ (asterisk and space)
5. Select **Replace All** and wait for the miracle



As a result, you have separated the name from the full name list.

	A	B	C	D
1	HỒ Thị Ngọc Hà		Hà	
2	VŨ Thị Mỹ Tâm		Tâm	
3	Lê Trung Quân		Quân	
4	Trịnh Việt Cường		Cường	
5	Bùi Lan		Lan	
6				

2. Separate the rest of the name.

So what about the rest of the name? Simple, please:

1. Point the mouse over cell B1
2. Enter the following formula: = **LEFT (A1, LEN (A1) -LEN (C1))**
3. Copy the remaining cells

So you have a complete list of first and last names:

	A	B	C
1	HỒ Thị Ngọc Hà	HỒ Thị Ngọc	Hà
2	VŨ Thị Mỹ Tâm	VŨ Thị Mỹ	Tâm
3	Lê Trung Quân	Lê Trung	Quân
4	Trịnh Việt Cường	Trịnh Việt	Cường
5	Bùi Lan	Bùi	Lan
6			

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