

# How to use the Flash Fill function to filter data in Excel 2013

You don't need complex formulas to handle data in Excel 2013. With Flash Fill, splitting, merging, formatting, or reversing strings becomes simple. This feature saves you time, especially when working with repetitive data.

Flash Fill first appeared in Excel 2013. This feature helps you separate first names, dates, email addresses, and much more data with just a few steps. It's fast, simple, and doesn't require formulas.

## Ways to use the Flash Fill function in Excel 2013

### 1. Separate first and last names in Excel

You have a column containing full names. Use Flash Fill to split it into two columns: one for the last name, and one for the first name.

The screenshot shows an Excel spreadsheet with the following data:

	B	C	D	E
		<b>Full Name</b>	<b>First Name</b>	<b>Last Name</b>
		Atul Kokam	Atul	Kokam
		Chetan Gadodia	Chetan	Gadodia
		Vishal Parte	Vishal	Parte
		Niraj Yadav	Niraj	Yadav
		Jinendra Jain	Jinendra	Jain

### 2. Combine the first and last names, separated by commas.

You have a column containing first and last names. Use Flash Fill to separate them into: last name, comma, and then first name.

	A	B	C	D
1				
2				
3	<b>Full Name</b>	<b>Full Name with Comma</b>		
4				
5	Atul Kokam	Kokam, Atul		
6	Chetan Gadodia	Gadodia, Chetan		
7	Vishal Parte	Parte, Vishal		
8	Niraj Yadav	Yadav, Niraj		
9	Jinendra Jain	Jain, Jinendra		
10	Shailesh Adi	Adi, Shailesh		

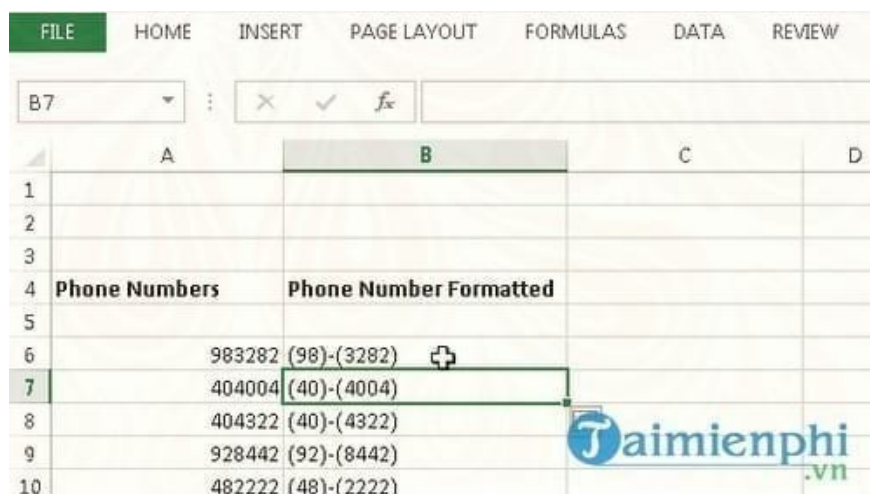
3. *Separate the first letter of the full name.*

The list below contains full names. Use Flash Fill to extract the first letter and place it in two separate columns.

	A	B	C	D
1				
2				
3	<b>Full Name</b>	<b>First Name Initials</b>	<b>Last Name Initials</b>	
4				
5	Atul Kokam	A	K	
6	Chetan Gadodia	C	G	
7	Vishal Parte	V	P	
8	Niraj Yadav	N	Y	
9	Jinendra Jain	J	J	
10	Shailesh Adi	S	A	

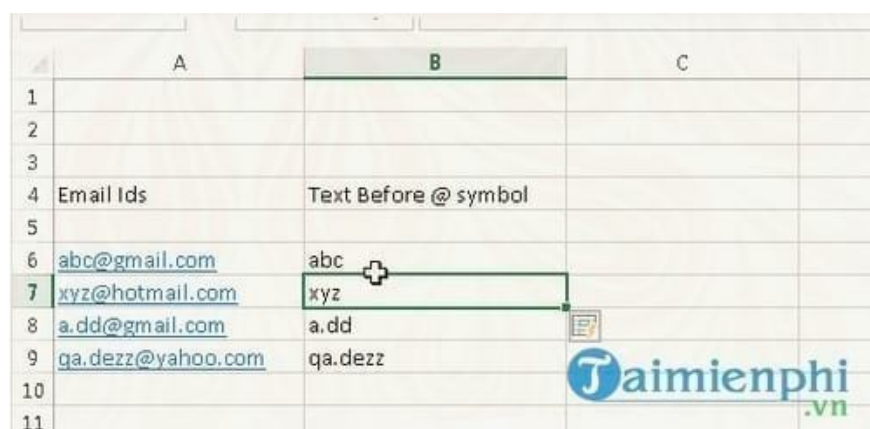
4. *Phone number format*

Use Flash Fill to format phone numbers. You can add parentheses or hyphens for better readability.



5. Unzip the text before the @ symbol in the email address.

With Flash Fill, you can easily separate the part before the @ symbol in an email address.



**Note** : The Flash Fill function cannot recognize changes to the source data.

Flash Fill does not update when you change the original data. Unlike formulas, it does not automatically correct the generated results. Therefore, it should only be used when the data is stable and does not need to be modified later.

Additionally, you can save time by **filtering data between sheets** . Taimienphi has shared this trick; you can refer to it for more information.

Excel has many other useful **functions for handling character strings** . You can learn more about them on **Taimienphi to apply them to your work**.

You finished reading the article "**How to use the Flash Fill function to filter data in Excel 2013**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.