

# How To Separate Names In Excel (3 Easy Ways)

Have you ever looked at a list of names on a computer, where all the names are mixed up and hard to understand?

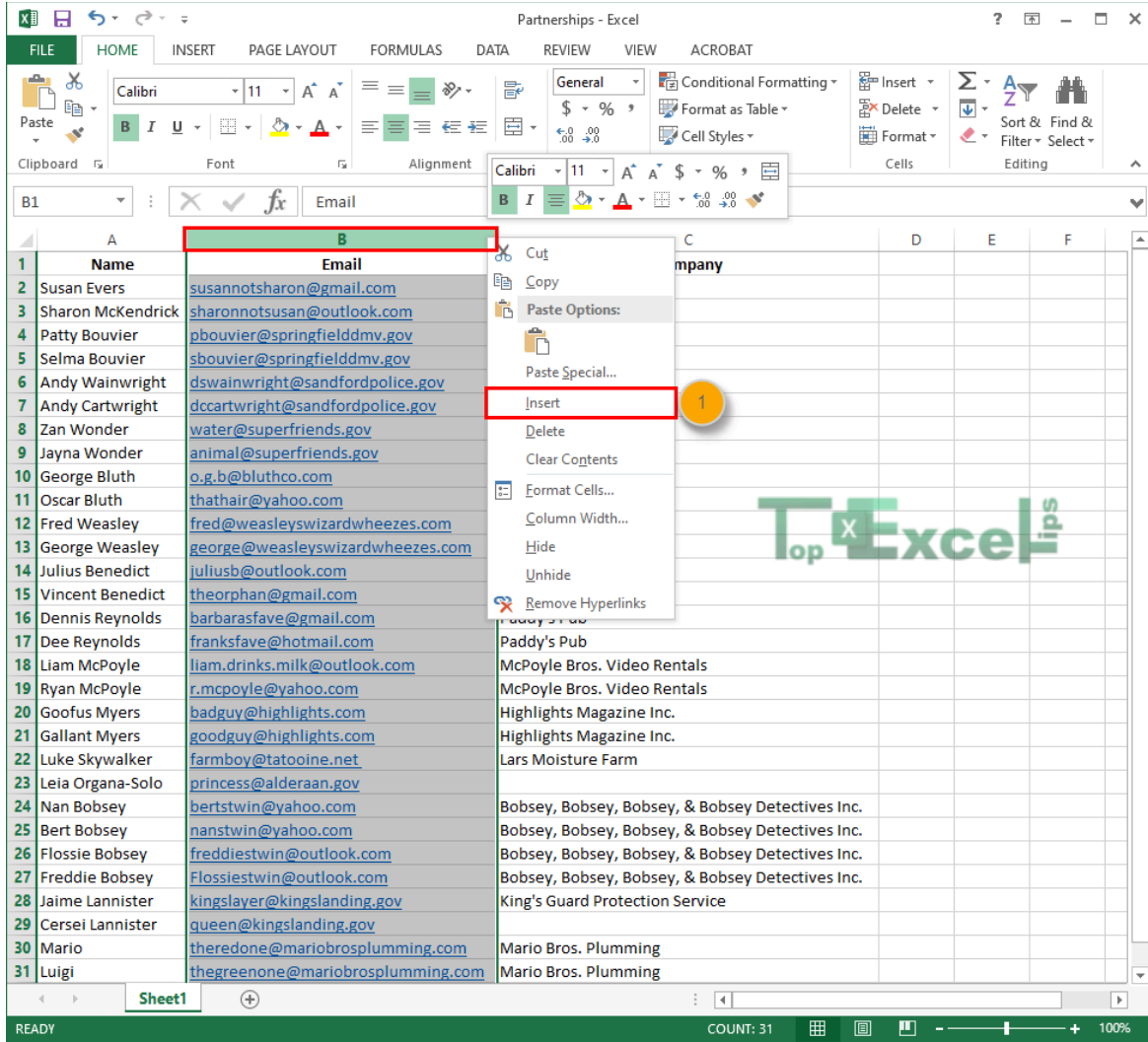
You want to send emails to these people, but you can't just address them as "**JohnMary**." It's important to separate their first and last names so your emails look professional and are sent to the right people.

But don't worry! This guide will show you three easy ways to tidy up your messy list. With just a few clicks or some smart formulas, you'll become a pro at organizing names.

Then you can use your clean list for targeted email marketing or any other task that needs organized information.

## #1 Method - How To Separate Names In Excel

1. Make a new space in your list of names by clicking next to where the names are listed. Then, choose "Insert" from the menu that appears.



2. Go to the "Data" tab.
3. Click on the top of the list where all the names are.
4. Select "Text to Columns."

The screenshot shows the Microsoft Excel interface with the 'Text to Columns' wizard open. The 'Data' tab is selected in the ribbon, and the 'Text to Columns' button is highlighted with a red box and a yellow circle labeled '4'. The 'Name' column (A) is highlighted with a red box and a yellow circle labeled '3'. The spreadsheet contains a list of names, email addresses, and companies.

1	Name	Email	Company
2	Susan Evers	<a href="mailto:susanotsaron@gmail.com">susannotsharon@gmail.com</a>	
3	Sharon McKendrick	<a href="mailto:sharonnotsusan@outlook.com">sharonnotsusan@outlook.com</a>	Elias Insurance
4	Patty Bouvier	<a href="mailto:pbouvier@springfielddmv.gov">pbouvier@springfielddmv.gov</a>	Springfield RMV
5	Selma Bouvier	<a href="mailto:sbouvier@springfielddmv.gov">sbouvier@springfielddmv.gov</a>	Springfield RMV
6	Andy Wainwright	<a href="mailto:dswainwright@sandfordpolice.gov">dswainwright@sandfordpolice.gov</a>	Sandford Police Dept.
7	Andy Cartwright	<a href="mailto:dccartwright@sandfordpolice.gov">dccartwright@sandfordpolice.gov</a>	Sandford Police Dept.
8	Zan Wonder	<a href="mailto:water@superfriends.gov">water@superfriends.gov</a>	Justice League
9	Jayna Wonder	<a href="mailto:animal@superfriends.gov">animal@superfriends.gov</a>	Justice League
10	George Bluth	<a href="mailto:o.g.b@bluthco.com">o.g.b@bluthco.com</a>	Bluth Co.
11	Oscar Bluth	<a href="mailto:thathair@yahoo.com">thathair@yahoo.com</a>	Bluth Banana Stand
12	Fred Weasley	<a href="mailto:fred@weasleyswizardwheezes.com">fred@weasleyswizardwheezes.com</a>	Weasley & Weasley
13	George Weasley	<a href="mailto:george@weasleyswizardwheezes.com">george@weasleyswizardwheezes.com</a>	Weasley & Weasley
14	Julius Benedict	<a href="mailto:juliusb@outlook.com">juliusb@outlook.com</a>	
15	Vincent Benedict	<a href="mailto:theorphan@gmail.com">theorphan@gmail.com</a>	
16	Dennis Reynolds	<a href="mailto:barbarasfave@gmail.com">barbarasfave@gmail.com</a>	Paddy's Pub
17	Dee Reynolds	<a href="mailto:franksfave@hotmail.com">franksfave@hotmail.com</a>	Paddy's Pub
18	Liam McPoyle	<a href="mailto:liam.drinks.milk@outlook.com">liam.drinks.milk@outlook.com</a>	McPoyle Bros. Video Rentals
19	Ryan McPoyle	<a href="mailto:r.mcpoyle@yahoo.com">r.mcpoyle@yahoo.com</a>	McPoyle Bros. Video Rentals
20	Goofus Myers	<a href="mailto:badguy@highlights.com">badguy@highlights.com</a>	Highlights Magazine Inc.
21	Gallant Myers	<a href="mailto:goodguy@highlights.com">goodguy@highlights.com</a>	Highlights Magazine Inc.
22	Luke Skywalker	<a href="mailto:farmboy@tatooine.net">farmboy@tatooine.net</a>	Lars Moisture Farm
23	Leia Organa-Solo	<a href="mailto:princess@alderaan.gov">princess@alderaan.gov</a>	
24	Nan Bobsey	<a href="mailto:bertstwin@yahoo.com">bertstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
25	Bert Bobsey	<a href="mailto:nanstwin@yahoo.com">nanstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
26	Flossie Bobsey	<a href="mailto:freddiestwin@outlook.com">freddiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
27	Freddie Bobsey	<a href="mailto:Flossiestwin@outlook.com">Flossiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
28	Jaime Lannister	<a href="mailto:kingslayer@kingslanding.gov">kingslayer@kingslanding.gov</a>	King's Guard Protection Service
29	Cersei Lannister	<a href="mailto:queen@kingslanding.gov">queen@kingslanding.gov</a>	
30	Mario	<a href="mailto:theredone@mariobrosplumbing.com">theredone@mariobrosplumbing.com</a>	Mario Bros. Plumbing
31	Luigi	<a href="mailto:thegreenone@mariobrosplumbing.com">thegreenone@mariobrosplumbing.com</a>	Mario Bros. Plumbing

5. Choose "Delimited" and click "Next."

Partnerships - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Get External Data Refresh All Properties Edit Links Connections

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Text to Columns Remove Duplicates Data Validation Relationships Consolidate What-If Analysis Ungroup Subtotal

A1 Name

	A	B	C	D	E
	Name		Email	Company	
2	Susan Evers		<a href="mailto:susannotsharon@gmail.com">susannotsharon@gmail.com</a>		
3	Sharon McKendrick		<a href="mailto:sharonno@pbouvier.com">sharonno@pbouvier.com</a>		
4	Patty Bouvier		<a href="mailto:pbouvier@sbouvier.com">pbouvier@sbouvier.com</a>		
5	Selma Bouvier		<a href="mailto:dsvainw@ccartwright.com">dsvainw@ccartwright.com</a>		
6	Andy Wainwright		<a href="mailto:water@stanimal.com">water@stanimal.com</a>		
7	Andy Cartwright		<a href="mailto:o.g.b@blthathair.com">o.g.b@blthathair.com</a>		
8	Zan Wonder		<a href="mailto:fred@weasley.com">fred@weasley.com</a>		
9	Jayna Wonder		<a href="mailto:george@theophar.com">george@theophar.com</a>		
10	George Bluth		<a href="mailto:juliusb@theophar.com">juliusb@theophar.com</a>		
11	Oscar Bluth		<a href="mailto:barbarasfrankson.com">barbarasfrankson.com</a>		
12	Fred Weasley		<a href="mailto:franksf@liam.drink.com">franksf@liam.drink.com</a>		
13	George Weasley		<a href="mailto:r.mcpoyle@badguy.com">r.mcpoyle@badguy.com</a>		
14	Julius Benedict		<a href="mailto:goodguy@farmboy.com">goodguy@farmboy.com</a>		
15	Vincent Benedict		<a href="mailto:princess@arderaan.gov">princess@arderaan.gov</a>		
16	Dennis Reynolds		<a href="mailto:bertstwin@yahoo.com">bertstwin@yahoo.com</a>		
17	Dee Reynolds		<a href="mailto:nanstwin@yahoo.com">nanstwin@yahoo.com</a>		Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
18	Liam McPoyle		<a href="mailto:freddiestwin@outlook.com">freddiestwin@outlook.com</a>		Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
19	Ryan McPoyle		<a href="mailto:flossiestwin@outlook.com">flossiestwin@outlook.com</a>		Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
20	Goofus Myers		<a href="mailto:kingslayer@kingslanding.gov">kingslayer@kingslanding.gov</a>		Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.
21	Gallant Myers		<a href="mailto:queen@kingslanding.gov">queen@kingslanding.gov</a>		King's Guard Protection Service
22	Luke Skywalker		<a href="mailto:theredone@mariobrosplumbing.com">theredone@mariobrosplumbing.com</a>		Mario Bros. Plumbing
23	Leia Organa-Solo		<a href="mailto:thegreenone@mariobrosplumbing.com">thegreenone@mariobrosplumbing.com</a>		Mario Bros. Plumbing
24	Nan Bobsey				
25	Bert Bobsey				
26	Flossie Bobsey				
27	Freddie Bobsey				
28	Jaime Lannister				
29	Cersei Lannister				
30	Mario				
31	Luigi				

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Name
2	Susan Evers
3	Sharon McKendrick
4	Patty Bouvier
5	Selma Bouvier

5

Cancel < Back Next > Finish

READY COUNT: 31 100%

6. Unselect "Tab" and choose "Space," then click "Next."

Partnerships - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Get External Data Refresh All Properties Edit Links Connections

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Text to Columns Remove Duplicates Data Validation Relationships

Outline Group Ungroup Subtotal

A1 : fx Name

	A	B	C	D	E
	Name		Email	Company	
2	Susan Evers		<a href="mailto:susannotsharon@gmail.com">susannotsharon@gmail.com</a>		
3	Sharon McKendrick		<a href="mailto:sharonno...pbouvier">sharonno...pbouvier</a>		
4	Patty Bouvier		<a href="mailto:sbouvier">sbouvier</a>		
5	Selma Bouvier		<a href="mailto:dswainwr">dswainwr</a>		
6	Andy Wainwright		<a href="mailto:dcartwri">dcartwri</a>		
7	Andy Cartwright		<a href="mailto:water@st">water@st</a>		
8	Zan Wonder		<a href="mailto:animal@st">animal@st</a>		
9	Jayna Wonder		<a href="mailto:o.g.b@bl">o.g.b@bl</a>		
10	George Bluth		<a href="mailto:thathair@">thathair@</a>		
11	Oscar Bluth		<a href="mailto:fred@we">fred@we</a>		
12	Fred Weasley		<a href="mailto:george@">george@</a>		
13	George Weasley		<a href="mailto:juliusb@">juliusb@</a>		
14	Julius Benedict		<a href="mailto:theorpha">theorpha</a>		
15	Vincent Benedict		<a href="mailto:barbarasf">barbarasf</a>		
16	Dennis Reynolds		<a href="mailto:franksfav">franksfav</a>		
17	Dee Reynolds		<a href="mailto:liam.drin">liam.drin</a>		
18	Liam McPoyle		<a href="mailto:r.mcpoyle">r.mcpoyle</a>		
19	Ryan McPoyle		<a href="mailto:badguy@">badguy@</a>		
20	Goofus Myers		<a href="mailto:goodguy@">goodguy@</a>		
21	Gallant Myers		<a href="mailto:farmboy@">farmboy@</a>		
22	Luke Skywalker		<a href="mailto:princess@anderaan.gov">princess@anderaan.gov</a>		
23	Leia Organa-Solo		<a href="mailto:bertstwin@yahoo.com">bertstwin@yahoo.com</a>		
24	Nan Bobsey		<a href="mailto:nanstwin@yahoo.com">nanstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
25	Bert Bobsey		<a href="mailto:freddiestwin@outlook.com">freddiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
26	Flossie Bobsey		<a href="mailto:Flossiestwin@outlook.com">Flossiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
27	Freddie Bobsey		<a href="mailto:kingslayer@kingslanding.gov">kingslayer@kingslanding.gov</a>	King's Guard Protection Service	
28	Jaime Lannister		<a href="mailto:queen@kingslanding.gov">queen@kingslanding.gov</a>		
29	Cersei Lannister		<a href="mailto:theredone@mariobrosplumbing.com">theredone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	
30	Mario		<a href="mailto:thegreenone@mariobrosplumbing.com">thegreenone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	
31	Luigi				

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

Name	
Susan	Evers
Sharon	McKendrick
Patty	Bouvier
Selma	Bouvier

6

Cancel < Back **Next >** Finish

READY COUNT: 31 100%

7. Click "Finish."

Partnerships - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Get External Data Refresh All Properties Edit Links Connections

Sort Filter Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Relationships

Flash Fill Consolidate What-If Analysis Ungroup Subtotal

A1 Name

	A	B	C	D	E
1	Name		Email	Company	
2	Susan Evers		<a href="mailto:susannotsharon@gmail.com">susannotsharon@gmail.com</a>		
3	Sharon McKendrick		<a href="mailto:sharonno">sharonno</a>		
4	Patty Bouvier		<a href="mailto:pbouvier">pbouvier</a>		
5	Selma Bouvier		<a href="mailto:sbouvier">sbouvier</a>		
6	Andy Wainwright		<a href="mailto:dswainwr">dswainwr</a>		
7	Andy Cartwright		<a href="mailto:dcartwri">dcartwri</a>		
8	Zan Wonder		<a href="mailto:water@st">water@st</a>		
9	Jayna Wonder		<a href="mailto:animal@">animal@</a>		
10	George Bluth		<a href="mailto:o.g.b@bl">o.g.b@bl</a>		
11	Oscar Bluth		<a href="mailto:thathair@">thathair@</a>		
12	Fred Weasley		<a href="mailto:fred@we">fred@we</a>		
13	George Weasley		<a href="mailto:george@">george@</a>		
14	Julius Benedict		<a href="mailto:juliusb@">juliusb@</a>		
15	Vincent Benedict		<a href="mailto:theorpha">theorpha</a>		
16	Dennis Reynolds		<a href="mailto:barbarasf">barbarasf</a>		
17	Dee Reynolds		<a href="mailto:franksfav">franksfav</a>		
18	Liam McPoyle		<a href="mailto:liam.drin">liam.drin</a>		
19	Ryan McPoyle		<a href="mailto:r.mcpoyle">r.mcpoyle</a>		
20	Goofus Myers		<a href="mailto:badguy@">badguy@</a>		
21	Gallant Myers		<a href="mailto:goodguy@">goodguy@</a>		
22	Luke Skywalker		<a href="mailto:farmboy@">farmboy@</a>		
23	Leia Organa-Solo		<a href="mailto:princess@aigeraan.gov">princess@aigeraan.gov</a>		
24	Nan Bobsey		<a href="mailto:bertstwin@yahoo.com">bertstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
25	Bert Bobsey		<a href="mailto:nanstwin@yahoo.com">nanstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
26	Flossie Bobsey		<a href="mailto:freddiestwin@outlook.com">freddiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
27	Freddie Bobsey		<a href="mailto:Flossiestwin@outlook.com">Flossiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
28	Jaime Lannister		<a href="mailto:kingslayer@kingslanding.gov">kingslayer@kingslanding.gov</a>	King's Guard Protection Service	
29	Cersei Lannister		<a href="mailto:queen@kingslanding.gov">queen@kingslanding.gov</a>		
30	Mario		<a href="mailto:theredone@mariobrosplumbing.com">theredone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	
31	Luigi		<a href="mailto:thegreenone@mariobrosplumbing.com">thegreenone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General  
 Text  
 Date: MDY  
 Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

General General

Name  
Susan Evers  
Sharon McKendrick  
Patty Bouvier  
Selma Bouvier

Cancel < Back Next > Finish 7

Sheet1

READY COUNT: 31 100%

8. Rename the columns so it's clear which one is for first names and which one is for last names.

	A	B	C	D	E
1	First Name	Last Name	Email	Company	
2	Susan	Evers	<a href="mailto:susanhotsharon@gmail.com">susanhotsharon@gmail.com</a>		
3	Sharon	McKendrick	<a href="mailto:sharonnotsusan@outlook.com">sharonnotsusan@outlook.com</a>	Elias Insurance	
4	Patty	Bouvier	<a href="mailto:pbouvier@springfielddmv.gov">pbouvier@springfielddmv.gov</a>	Springfield RMV	
5	Selma	Bouvier	<a href="mailto:sbouvier@springfielddmv.gov">sbouvier@springfielddmv.gov</a>	Springfield RMV	
6	Andy	Wainwright	<a href="mailto:dswainwright@sandfordpolice.gov">dswainwright@sandfordpolice.gov</a>	Sandford Police Dept.	
7	Andy	Cartwright	<a href="mailto:dccartwright@sandfordpolice.gov">dccartwright@sandfordpolice.gov</a>	Sandford Police Dept.	
8	Zan	Wonder	<a href="mailto:water@superfriends.gov">water@superfriends.gov</a>	Justice League	
9	Jayna	Wonder	<a href="mailto:animal@superfriends.gov">animal@superfriends.gov</a>	Justice League	
10	George	Bluth	<a href="mailto:o.g.b@bluthco.com">o.g.b@bluthco.com</a>	Bluth Co.	
11	Oscar	Bluth	<a href="mailto:thathair@yahoo.com">thathair@yahoo.com</a>	Bluth Banana Stand	
12	Fred	Weasley	<a href="mailto:fred@weasleyswizardwheezes.com">fred@weasleyswizardwheezes.com</a>	Weasley & Weasley	
13	George	Weasley	<a href="mailto:george@weasleyswizardwheezes.com">george@weasleyswizardwheezes.com</a>	Weasley & Weasley	
14	Julius	Benedict	<a href="mailto:juliusb@outlook.com">juliusb@outlook.com</a>		
15	Vincent	Benedict	<a href="mailto:theorphan@gmail.com">theorphan@gmail.com</a>		
16	Dennis	Reynolds	<a href="mailto:barbarasfave@gmail.com">barbarasfave@gmail.com</a>	Paddy's Pub	
17	Dee	Reynolds	<a href="mailto:franksfave@hotmail.com">franksfave@hotmail.com</a>	Paddy's Pub	
18	Liam	McPoyle	<a href="mailto:liam.drinks.milk@outlook.com">liam.drinks.milk@outlook.com</a>	McPoyle Bros. Video Rentals	
19	Ryan	McPoyle	<a href="mailto:r.mcpoyle@yahoo.com">r.mcpoyle@yahoo.com</a>	McPoyle Bros. Video Rentals	
20	Goofus	Myers	<a href="mailto:badguy@highlights.com">badguy@highlights.com</a>	Highlights Magazine Inc.	
21	Gallant	Myers	<a href="mailto:goodguy@highlights.com">goodguy@highlights.com</a>	Highlights Magazine Inc.	
22	Luke	Skywalker	<a href="mailto:farmboy@tatooine.net">farmboy@tatooine.net</a>	Lars Moisture Farm	
23	Leia	Organa-Solo	<a href="mailto:princess@alderaan.gov">princess@alderaan.gov</a>		
24	Nan	Bobsey	<a href="mailto:bertstwin@yahoo.com">bertstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
25	Bert	Bobsey	<a href="mailto:nanstwin@yahoo.com">nanstwin@yahoo.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
26	Flossie	Bobsey	<a href="mailto:freddiestwin@outlook.com">freddiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
27	Freddie	Bobsey	<a href="mailto:Flossiestwin@outlook.com">Flossiestwin@outlook.com</a>	Bobsey, Bobsey, Bobsey, & Bobsey Detectives Inc.	
28	Jaime	Lannister	<a href="mailto:kingslayer@kingslanding.gov">kingslayer@kingslanding.gov</a>	King's Guard Protection Service	
29	Cersei	Lannister	<a href="mailto:queen@kingslanding.gov">queen@kingslanding.gov</a>		
30	Mario		<a href="mailto:theredone@mariobrosplumbing.com">theredone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	
31	Luigi		<a href="mailto:thegreenone@mariobrosplumbing.com">thegreenone@mariobrosplumbing.com</a>	Mario Bros. Plumbing	

If you have extra columns you don't need, you can delete them or put them together before you add your list to Constant Contact.

- For names like "Mary Margaret" without a hyphen, you need to put both parts in the "First Name" column by yourself.
- Middle names like "Mary Margaret Jones" aren't recognized as a standard part of a contact's name. You can add them to the "First Name" column or keep them separate and add them as a custom detail when you're putting in your list.
- If you had couples like "Mary and John Jones" listed as one contact, you need to separate them into two rows now. Each person should have their own email address. You can delete the column that says "And." If you only have one email address for both, you can put both first names together in the "First Name" column.

## #2 Method - How To Split Full Name To First, Last, And Middle Name

To split names in Excel, you might need different methods depending on how the names are written.

For names like "**First name, Middle name, Last name,**" you can use these formulas:

A	B	C	D
1	Full name	First name	Last name
2	FirstName MiddleName LastName	=LEFT(A2,SEARCH(" ", A2)-1)	=MID(A2, SEARCH(" ", A2) + 1, SEARCH(" ", A2, SEARCH(" ", A2)+1) - SEARCH(" ", A2)-1)
<b>Result</b>	David Mark White	David	Mark

1. For the first name, you can use the **LEFT SEARCH** formula.
2. For the last name, you find the position of the second space, subtract that from the total length of the name, and then use the **RIGHT function** to get the characters from that position till the end.
3. To get the middle name, you need to know where both spaces are. Find the position of the first space, add 1 to start from the next character, and use this position in the MID function as the start point. Then, subtract the position of the first space from the position of the second space, subtract 1 to remove an extra space, and use this number in the **MID function** to specify how many characters to extract.



	A	B	C	D	E	F
1	<b>Full name</b>	<b>First name</b>	<b>Middle Name</b>	<b>Last name</b>		
2	Ronnie D. Anderson	Ronnie	D.	Anderson		
3	John Andrew Brown	John	Andrew	Brown		
4	Ann Claire Brook	Ann	Claire	Brook		
5	Frank Finn Hill	Frank	Finn	Hill		
6	Robert M. Furlan	Robert	M.	Furlan		
7	Betty Grace Johnson	Betty	Grace	Johnson		

$$=LEFT(A2,SEARCH(" ",A2)-1)$$

$$=MID(A2, SEARCH(" ",A2) + 1, SEARCH(" ",A2,SEARCH(" ",A2)+1) - SEARCH(" ",A2)-1)$$

$$=RIGHT(A2,LEN(A2)-SEARCH(" ",A2,SEARCH(" ",A2,1)+1))$$

For names like "Last name, First name, Middle name," you can use similar formulas.

A	B	C	D
1	Full name	First name	Last name
2	LastName, FirstName MiddleName	$=MID(A2, SEARCH(" ",A2) + 1, SEARCH(" ", A2, SEARCH(" ", A2) + 1) - SEARCH(" ", A2) - 1)$	$=RIGHT(A2, LEN(A2) - SEARCH(" ", A2, SEARCH(" ", A2, 1)+1))$
<b>Result</b>	White, David Mark	David	Mark

And if there are **suffixes** like **Jr.** or **III**, you can also use a similar method.

A	B	C	D
1	Full name	First name	Last name
2	FirstName LastName, Suffix	$=LEFT(A2, SEARCH(" ",A2)-1)$	$=MID(A2, SEARCH(" ",A2) + 1, SEARCH(" ",A2) - SEARCH(" ",A2)-1)$
<b>Result</b>	Robert Furlan, Jr.	Robert	Furlan

That's how you can split names in Excel using different combinations of functions. If you want to understand the formulas better, you can download our sample workbook.

**Tip:** If you're using Excel 365, you can use the **TEXTSPLIT** function to split names by any separator you choose.

## #3 Method - How To Separate First And Last Name From Name With Comma

To split a name in the format "Last name, First name" into two separate columns, you can use these formulas:

### Formula to extract first name

For the first name:

```
=RIGHT(cell, LEN(cell) - SEARCH(" ", cell))
```

This formula finds the space between the last and first names, then extracts the characters to the right of it, giving you the first name.

### Formula to extract last name

For the last name:

```
=LEFT(cell, SEARCH(" ", cell) - 2)
```

This formula locates the space between the last and first names, then takes the characters to the left of it, minus two (to exclude the comma and the space), giving you the last name.

So, if the full name is in cell A2, the formulas look like this:

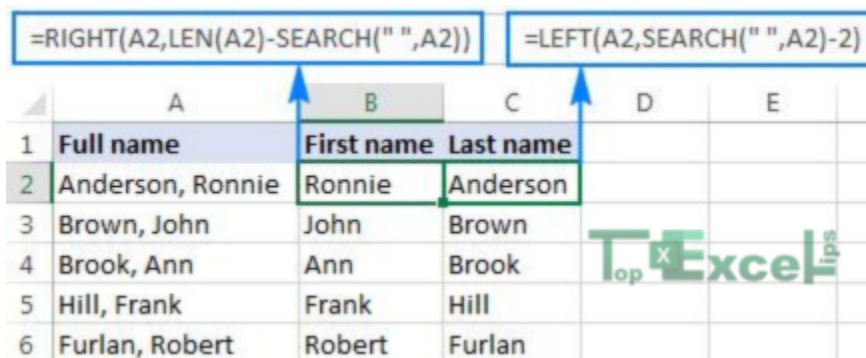
For the first name:

```
=RIGHT(A2, LEN(A2) - SEARCH(" ", A2))
```

For the last name:

```
=LEFT(A2, SEARCH(" ", A2) - 2)
```

Here's what the results would look like:



The screenshot shows an Excel spreadsheet with two formulas in blue boxes at the top. The first formula, `=RIGHT(A2,LEN(A2)-SEARCH(" ",A2))`, is positioned above column C, and the second formula, `=LEFT(A2,SEARCH(" ",A2)-2)`, is positioned above column B. Below the formulas is a table with columns A, B, and C. Column A contains full names, column B contains first names, and column C contains last names. The first row is a header with 'Full name' in A1, 'First name' in B1, and 'Last name' in C1. The following rows contain data for 'Anderson, Ronnie', 'Brown, John', 'Brook, Ann', 'Hill, Frank', and 'Furlan, Robert'. A watermark 'Top Excel Tips' is visible in the background.

	A	B	C	D	E
1	Full name	First name	Last name		
2	Anderson, Ronnie	Ronnie	Anderson		
3	Brown, John	John	Brown		
4	Brook, Ann	Ann	Brook		
5	Hill, Frank	Frank	Hill		
6	Furlan, Robert	Robert	Furlan		

This guide has shared three easy ways to fix the problem of how to separate names in excel. With these tricks, you can turn your messy list into an organized one.

Keep in mind, having a neat contact list is crucial for effective email marketing, personalized messages, or any job that needs correct info.

## FAQs

### What is the formula to separate two words in Excel?

In the new box, type `=SPLIT(B1,"-")` or `=TEXTSPLIT(B1,"-")` in Excel. Put B1 in the box where you want to split the cell, and put a dash (-) where you want the cell to break.

### How do I separate text in sheets?

To split text in Google Sheets, you have two options: you can use the 'SPLIT' function or the 'Text to Columns' feature. With the 'SPLIT' function, you type `=SPLIT(A1, ",")` into a cell to split

the text in cell A1 at each comma. For the 'Text to Columns' feature, you select the cells containing the text you want to split, then go to the 'Data' menu. From there, choose 'Split text to columns' and pick your separator, like a space or comma.

## What is the Text to Columns characteristic in Excel?

Text to Columns is a feature in Excel that helps you split data from one column into several columns using a specific symbol or character. It's handy when you want to divide things like names, addresses, or any info that needs to be organized into different groups.