

6. Splitting names

In this lesson you will learn how to split names automatically.

Splitting names

Recreate the table below:

Figure 6.1 Names

	A
1	Naam
2	Marian Boersma
3	Joris Jans
4	Jelle Ploeg
5	Henk Ham
6	Hans Poel
7	Dirk Pietersen
8	Tina Kronenburg

Column B will contain the first names.

In B2, type the first name of the first person: Marian and press Enter.

In B3, type the first name of the second person: Joris; when Excel recognises the name, press Enter.

Figure 6.2 First names

	A	B
1	Naam	Voornaam
2	Marian Boersma	Marian
3	Joris Jans	Joris
4	Jelle Ploeg	Jelle
5	Henk Ham	Henk
6	Hans Poel	Hans
7	Dirk Pietersen	Dirk
8	Tina Kronenburg	Tina

The first names are filled in automatically.

Figure 6.3 First names

	A	B
1	Naam	Voornaam
2	Marian Boersma	Marian
3	Joris Jans	Joris
4	Jelle Ploeg	Jelle
5	Henk Ham	Henk
6	Hans Poel	Hans
7	Dirk Pietersen	Dirk
8	Tina Kronenburg	Tina

Do the same in column C for the surnames.

Figure 6.4 Surnames

	A	B	C
1	Naam	Voornaam	Achternaam
2	Marian Boersma	Marian	Boersma
3	Joris Jans	Joris	Jans
4	Jelle Ploeg	Jelle	Ploeg
5	Henk Ham	Henk	Ham
6	Hans Poel	Hans	Poel
7	Dirk Pietersen	Dirk	Pietersen
8	Tina Kronenburg	Tina	Kronenburg
a			