

*kontest*

SEPARATE YOUR DATA

WITH EXCEL



*create your contests on facebook, web and mobile*

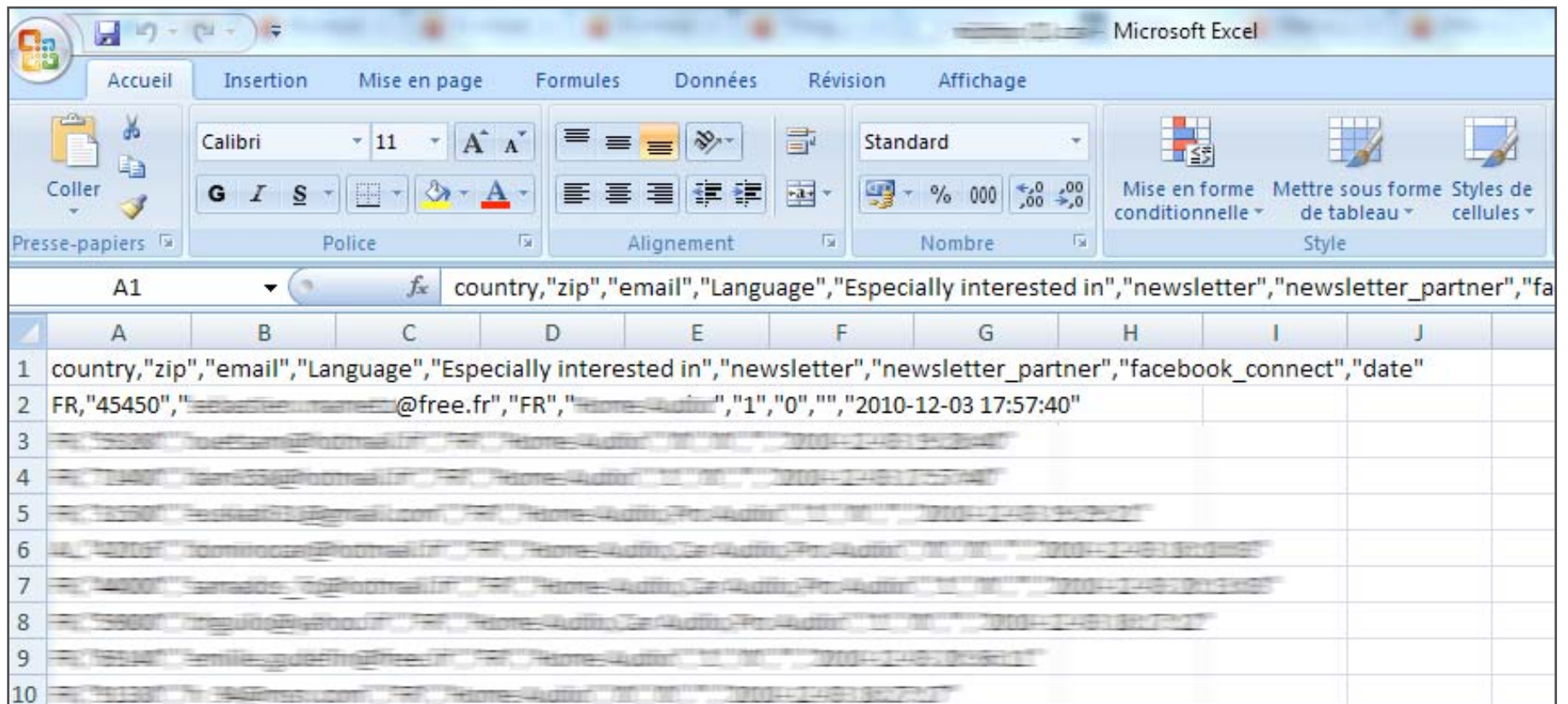
[www.kontestapp.com](http://www.kontestapp.com)

*Depending on which version of Microsoft Excel you are using, the layout of your CSV file may change which can be confusing.*

***In this document you will find a tutorial detailing how to separate your participants data and split it into multiple columns.***

# OPEN YOUR FILE

*When you open your file, every single cell contains multiple data, separated by commas.*

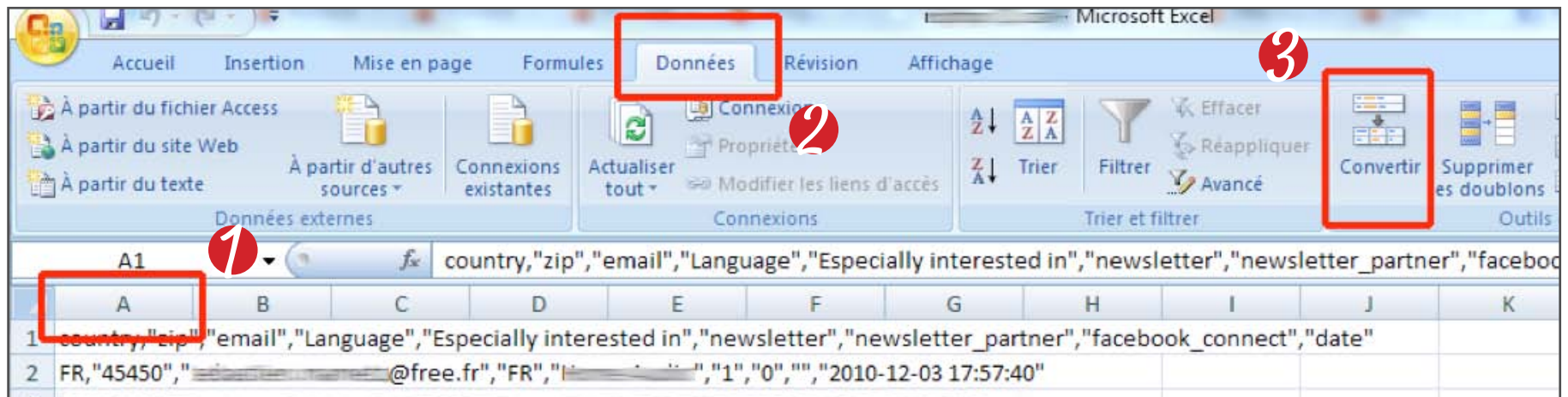


# HOW TO SEPARATE YOUR DATAS INTO MULTIPLE COLUMNS

1 Select column A

2 Click on «Data» tab

3 Click on the «Text to columns» button



# HOW TO SEPARATE YOUR DATAS INTO MULTIPLE COLUMNS

**4** *Sélect «Delimited» and click on «Next»*

**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:

3	Eau Claire, WI
4	Menomonie, WI
5	Minneapolis, MN
6	Chippewa Falls, MN
7	Stratford-upon-Avon, England

Buttons: Cancel, < Back, **Next >**, Finish

**5** *Sélect «Comma» then click on «Finish»*

**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

Eau Claire	WI
Menomonie	WI
Minneapolis	MN
Chippewa Falls	MN
Stratford-upon-Avon	England

Buttons: Cancel, < Back, Next >, **Finish**

# RESULT

Your data are now separated into multiple columns!

	A	B	C	D	E	F	G	H	I
1	=TEXTSPLIT("country,\"zip\",\"email\",\"Language\",\"Especially interested in\",\"newsletter\",\"newsletter_partner\",\"facebook_connect\",\"date",",")								
2	FR	45450	selection.m	FR		1	0		2010-12-03 17:57:40
3	FR	35200	selection.m	FR		0	0		

Before



	A	B	C	D	E	F	G	H	I
1	country	zip	email	Language	Especially in	newsletter	newsletter_	facebook_co	date
2	FR	45450	selection.m	FR		1	0		#####
3	FR	35200	selection.m	FR		0	0		#####
4	FR	72400	selection.m	FR		1	0		#####
5	FR	33500	selection.m	FR		1	0		#####
6	FR	40700	selection.m	FR		0	0		#####
7	FR	44000	selection.m	FR		1	0		#####

After



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