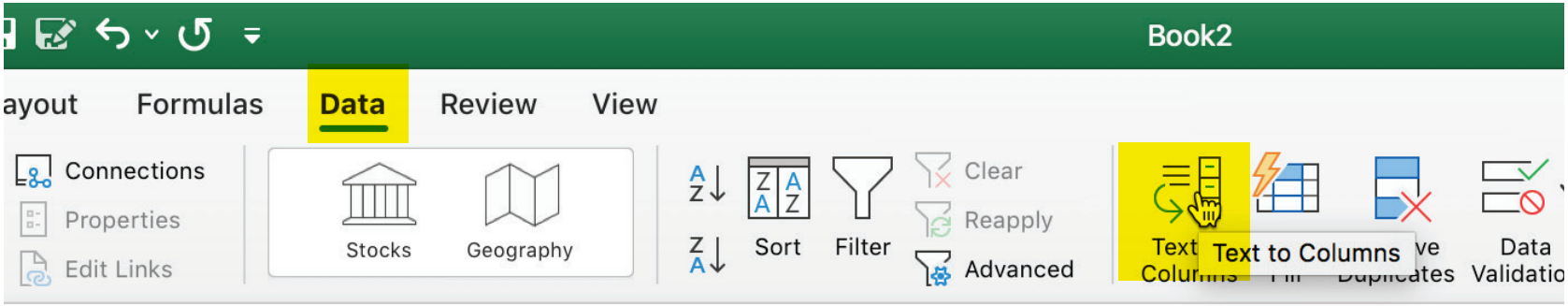
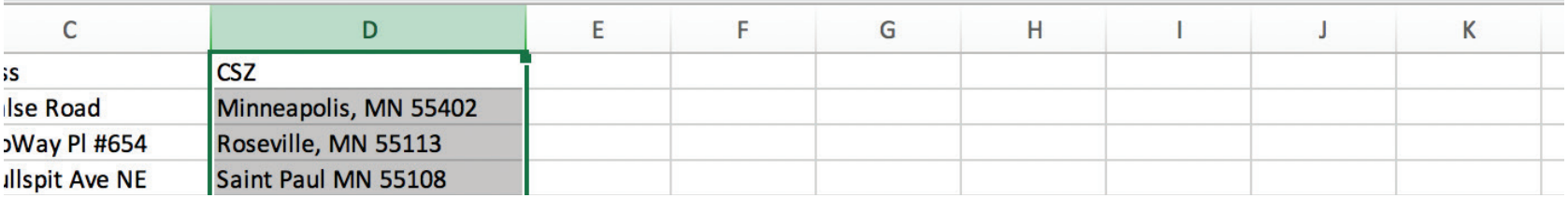
	A	B	C	D	E	F	G	H
1	First Name	Last Name	Address	CSZ				
2	Bradley	Thompson	123 False Road	Minneapolis, MN 55402				
3	Vanessa	Hardee, PhD.	456 NoWay Pl #654	Roseville, MN 55113				
4	Dexter	Lorch, Jr	789 Bullspit Ave NE	Saint Paul MN 55108				

DO NOT PUT CITY, STATE, AND ZIP IN ONE COLUMN.

This is a very bad practice, as it defeats a major benefit of a digital spreadsheet: sorting. “But if I know they’re all in Minneapolis, what does it matter?” Well, strawman rhetorical device, it matters because this method is unreadable with the mailing software we use, and will be automatically rejected if we attempt to feed it into the program.

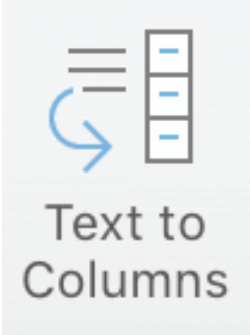
So here, I’ll show you how to re-distribute the contents of a cell like this, as well as a major highlight as to why you shouldn’t do things like CSZ in one cell in the first place.



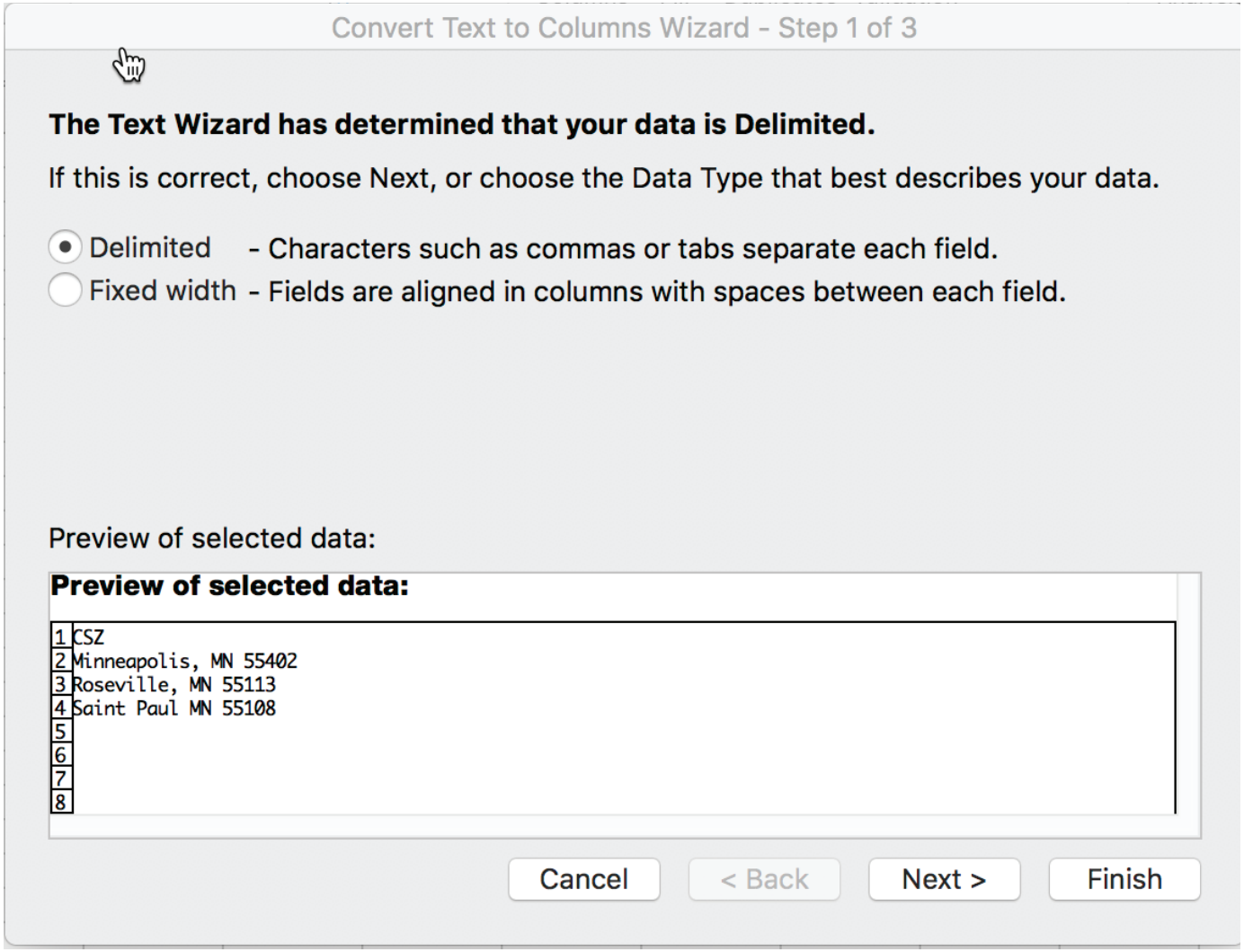


Highlight the offending column, and then click the Data Tab near the top of the screen.

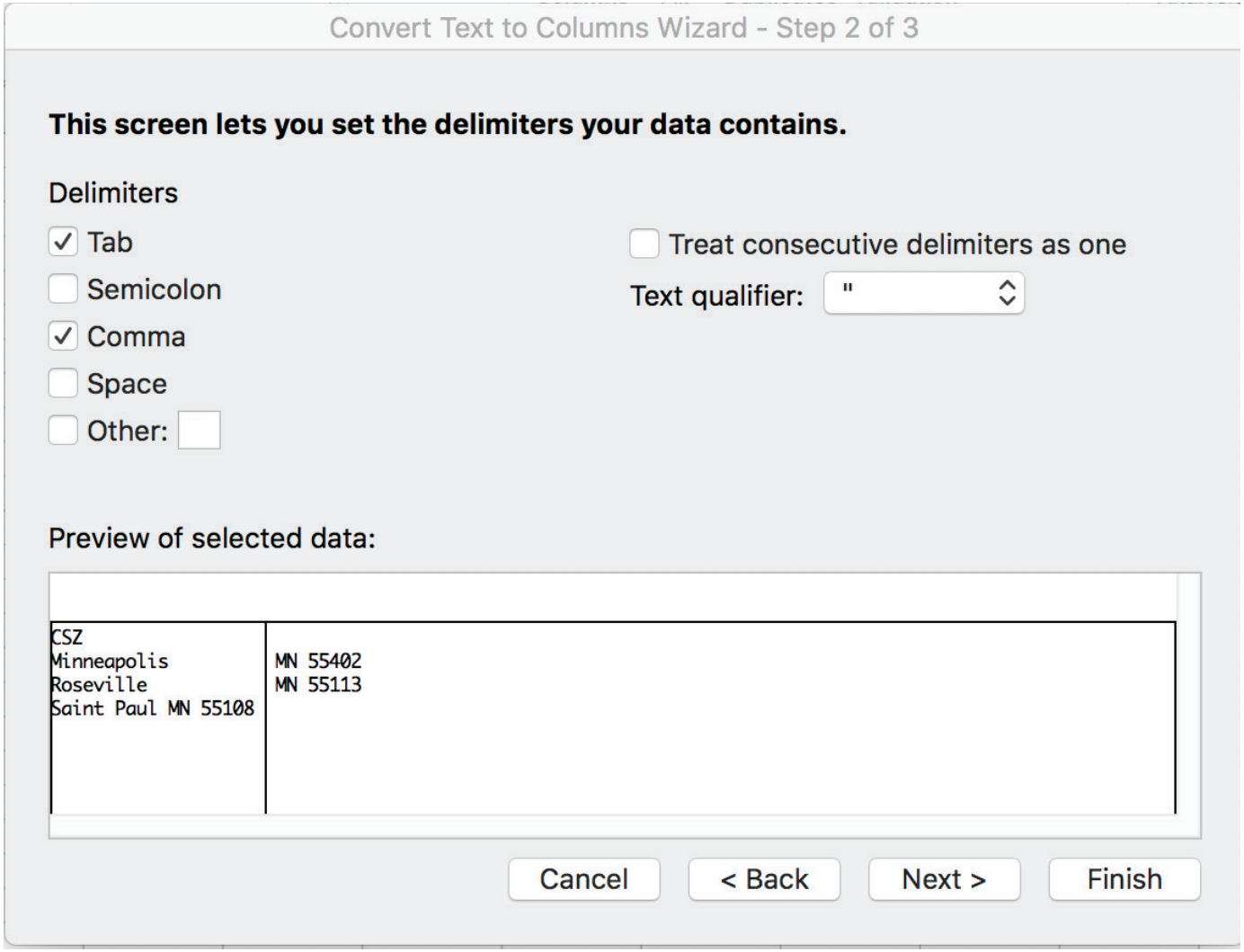
From there, click on the Text to Columns button.



Detail of the Text to Columns button.

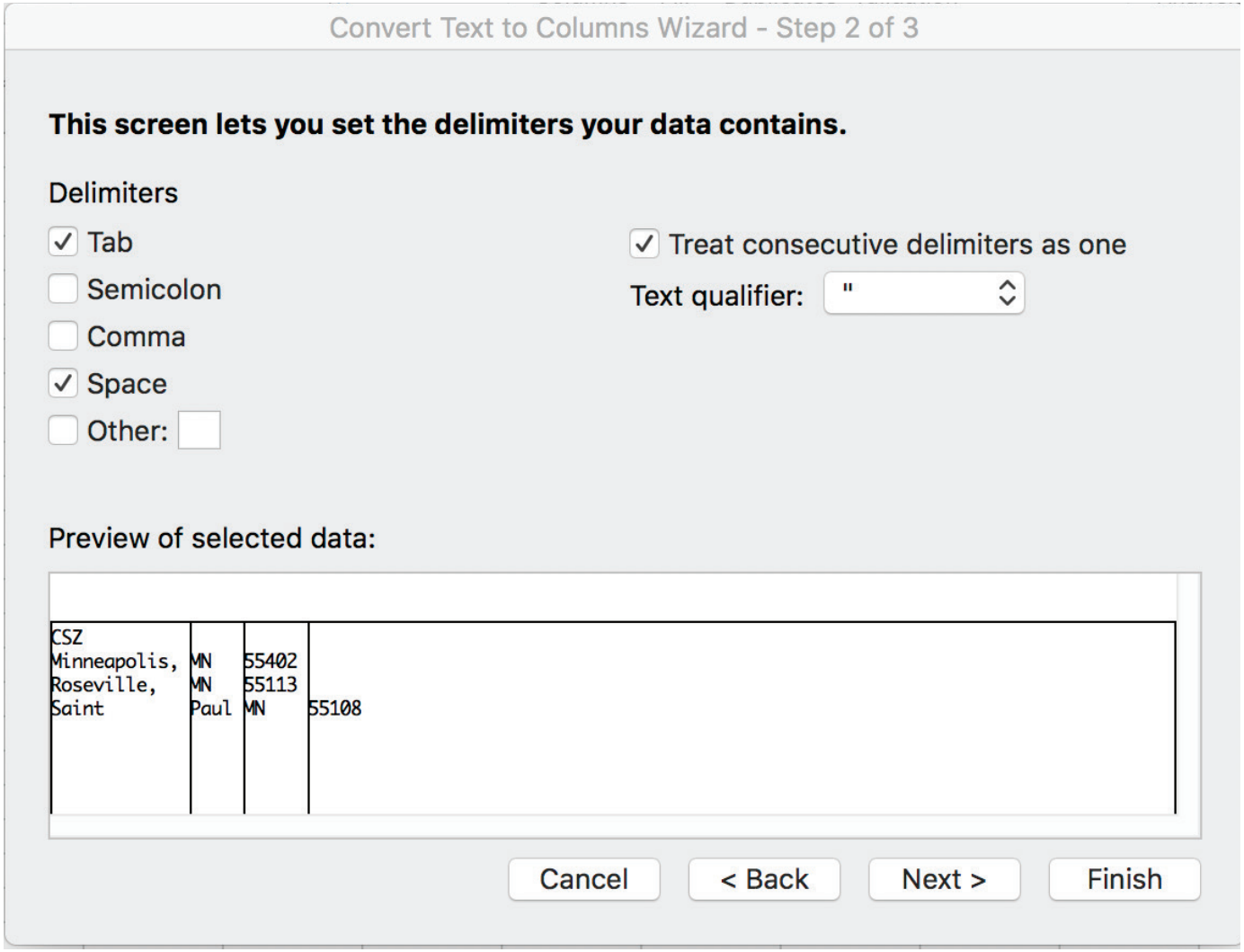


When the window pops up, select Delimited.

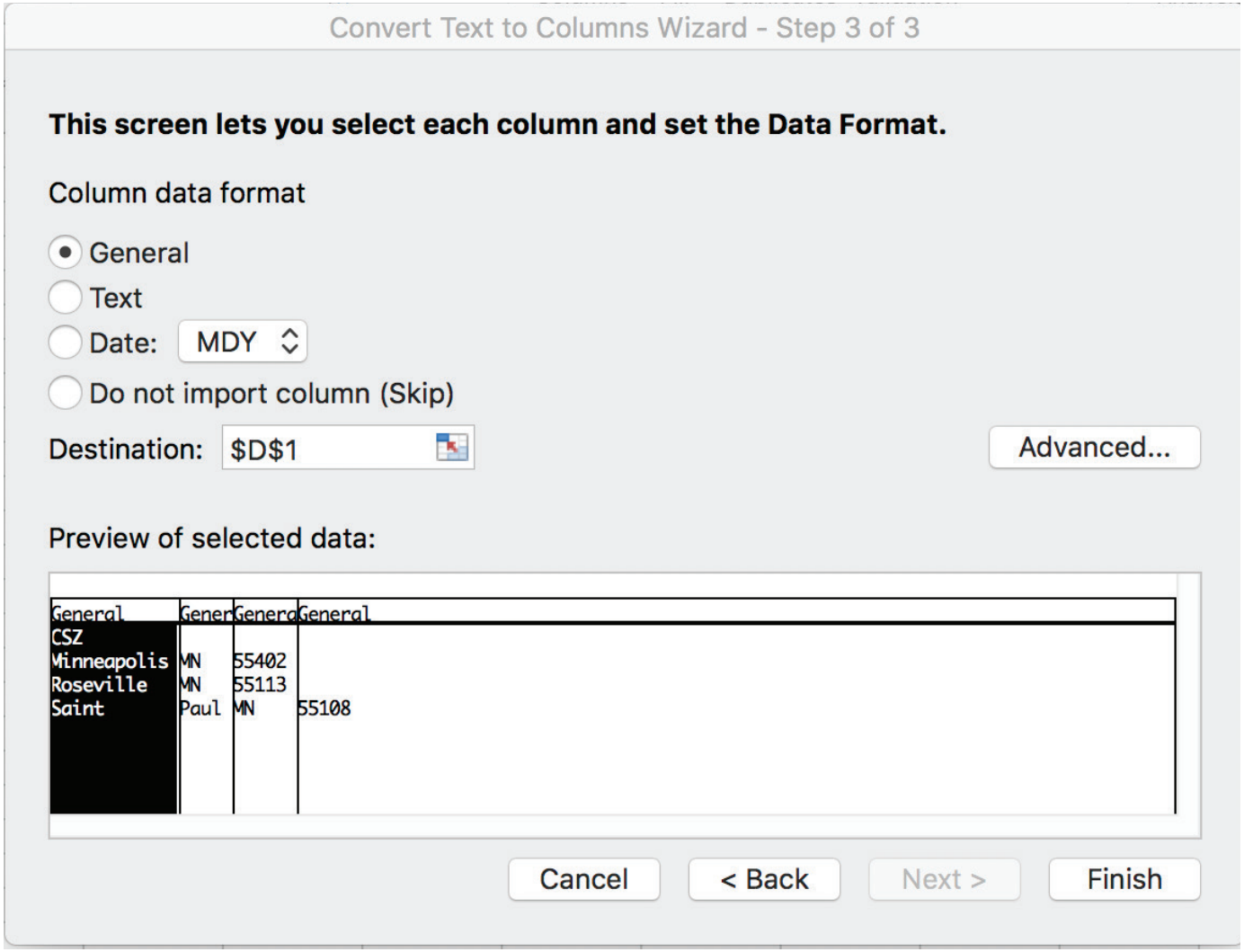


With the buttons on the left, you can toggle options and preview them below. In this case, it's seperating the contents based on where a comma is placed.

As you can see here, that third row isn't looking too hot, because there isn't a comma between Saint Paul and Minnesota.



Here, it's slashed based on spaces, which is keeping the unnecessary commas after the cities in rows 1 and 2, but is spliting Saint and Paul into two columns!



When you've selected the best option, hit Next> and then Finish.

In this example, there's really not a happy solution for row three.