

How can I extract the first name from a full name using Excel?

Authored by
stats writer

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To extract the first name from a full name using Excel, you can use the LEFT function, which allows you to specify the number of characters to extract from the left side of a cell. In this case, you would select the cell containing the full name and use the LEFT function to extract the first name. This will allow you to display the first name in a separate cell, making it easier to manage and manipulate the data. Additionally, you can also use the FIND or SEARCH functions to locate the first space in the full name, and then use the LEFT function to extract the characters before that space, which would be the first name. This can be useful for situations where the full name may not be in a consistent format.

Excel: Extract First Name from Full Name

You can use the following formulas in Excel to extract the first name from a full name in a cell:

Method 1: Extract First Name (With Spaces)

=LEFT(A2, FIND(" ", A2)-1)

Method 2: Extract First Name (With Commas)

=LEFT(A2, FIND(",", A2)-1)

Both formulas extract the first name from a full name in cell A2.

The following examples show how to use each formula in practice.

Example 1: Extract First Name (With Spaces)

Suppose we have the following dataset in Excel that shows the number of sales by various employees at some company:

	A	B	C	D	E
1	Name	Sales			
2	Andy Smith	22			
3	Bob H. Johnson	14			
4	Chad Benson	30			
5	Derrick Anderson	19			
6	Eric Frenston	14			
7	Fred Tyler Fegan	14			
8	George Hart	20			
9	Henry Mann	7			
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20					
21					

Notice that the names in each cell are separated by spaces.

We can use the following formula to extract the first name from each employee:

=LEFT(A2, FIND(" ", A2)-1)

We can type this formula into cell C2, then drag and fill it down to the remaining cells in column C:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Name	Sales	First Name			
2	Andy Smith	22	Andy			
3	Bob H. Johnson	14	Bob			
4	Chad Benson	30	Chad			
5	Derrick Anderson	19	Derrick			
6	Eric Frenston	14	Eric			
7	Fred Tyler Fegan	14	Fred			
8	George Hart	20	George			
9	Henry Mann	7	Henry			
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Column C now contains the first name of each employee in column A.

Example 2: Extract First Name (With Commas)

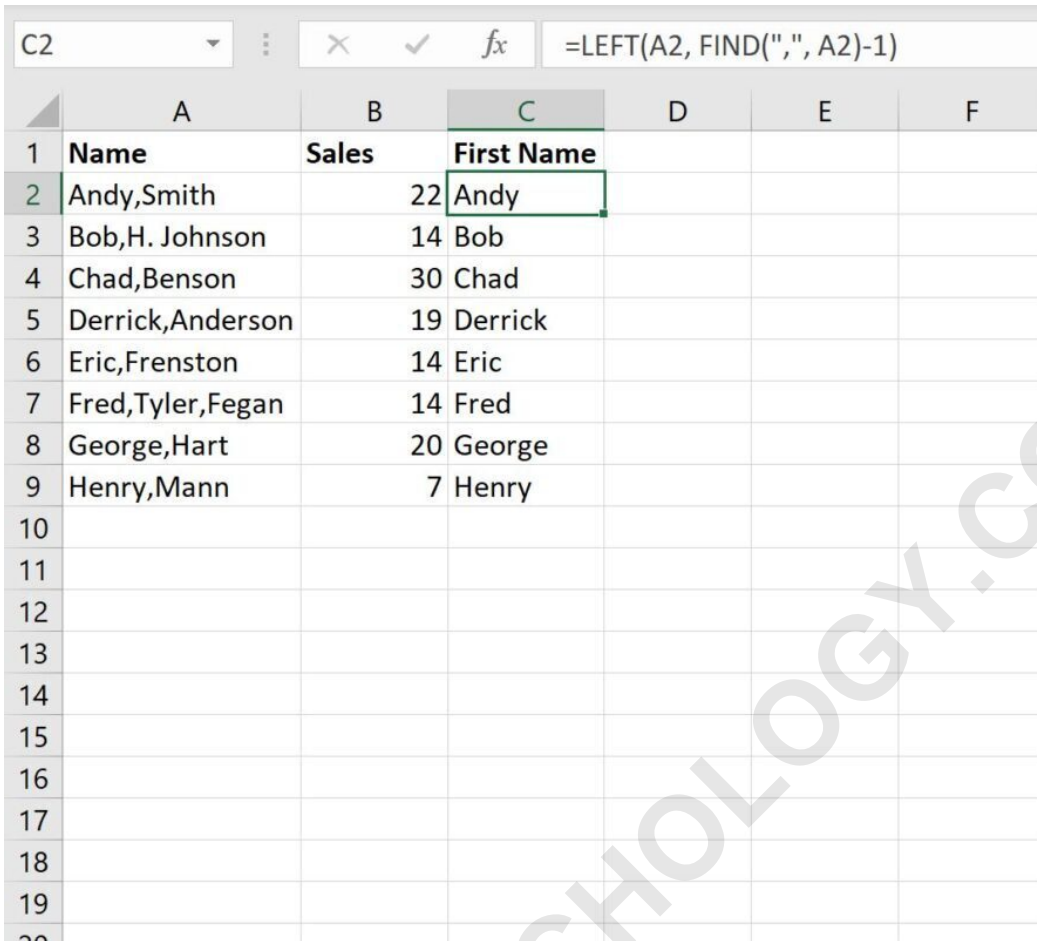
	A	B	C	D	E
1	Name	Sales			
2	Andy,Smith	22			
3	Bob,H. Johnson	14			
4	Chad,Benson	30			
5	Derrick,Anderson	19			
6	Eric,Frenston	14			
7	Fred,Tyler,Fegan	14			
8	George,Hart	20			
9	Henry,Mann	7			
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19					
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Notice that the names in each cell are separated by commas.

We can use the following formula to extract the first name from each employee:

=LEFT(A2, FIND(",", A2)-1)

We can type this formula into cell C2, then drag and fill it down to the remaining cells in column C:



	A	B	C	D	E	F
1	Name	Sales	First Name			
2	Andy,Smith	22	Andy			
3	Bob,H. Johnson	14	Bob			
4	Chad,Benson	30	Chad			
5	Derrick,Anderson	19	Derrick			
6	Eric,Frenston	14	Eric			
7	Fred,Tyler,Fegan	14	Fred			
8	George,Hart	20	George			
9	Henry,Mann	7	Henry			
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Column C now contains the first name of each employee in column A.

The following tutorials explain how to perform other common tasks in Excel: