

How can I split a word into individual letters using Excel?

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In Excel, there is a function called "Text to Columns" that allows you to split a word into individual letters. This function can be accessed by selecting the cell containing the word, then going to the "Data" tab and clicking on "Text to Columns". You can then choose the option to split by "Fixed width" and adjust the column widths to separate each letter. This will result in each letter being placed in its own column, allowing you to manipulate and analyze the individual letters of the word in your Excel spreadsheet. This feature can be useful for tasks such as creating alphabetical lists or conducting data analysis on word patterns.

Excel: Split Word into Individual Letters

You can use the following formula in Excel to split a word into cells with individual letters:

```
=MID($A2, COLUMNS($A$2:A$2), 1)
```

This particular formula splits the word in cell A2 into separate cells that contain the individual letters of the word.

The following example shows how to use this formula in practice.

Example: Split Word into Individual Letters in Excel

Suppose we have the following list of basketball team names in Excel:

	A	B	C	D	E	F
1	Team					
2	Mavs					
3	Heat					
4	Nets					
5	Lakers					
6	Celtics					
7	Kings					
8	Hawks					
9	Magic					
10	Spurs					
11	Jazz					
12						
13						
14						
15						
16						
17						
18						

We can type the following formula into cell B2 to split the first team names into individual letters:

=MID(\$A2, COLUMNS(\$A\$2:A\$2), 1)

We can then click and drag this formula to the right until each letter has been accounted for:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Team					
2	Mavs	M	a	v	s	
3	Heat					
4	Nets					
5	Lakers					
6	Celtics					
7	Kings					
8	Hawks					
9	Magic					
10	Spurs					
11	Jazz					
12						
13						
14						
15						
16						

The formula bar shows the formula: `=MID($A2, COLUMNS($A$2:A$2), 1)`

We can then click and drag the formula down to the remaining rows to split each team name into individual letters:

	A	B	C	D	E	F	G	H
1	Team							
2	Mavs	M	a	v	s			
3	Heat	H	e	a	t			
4	Nets	N	e	t	s			
5	Lakers	L	a	k	e	r	s	
6	Celtics	C	e	l	t	i	c	s
7	Kings	K	i	n	g	s		
8	Hawks	H	a	w	k	s		
9	Magic	M	a	g	i	c		
10	Spurs	S	p	u	r	s		
11	Jazz	J	a	z	z			
12								
13								
14								
15								
16								
17								
18								

Each team name in column A has now been split out into individual letters.

How This Formula Works

Recall the formula we used to split a word into individual letters:

=MID(\$A2, COLUMNS(\$A\$2:A\$2), 1)

The COLUMNS function is used to count the number of columns in a particular range.

The MID function is used to extract a specific number of characters from a starting position in a string.

Thus, this formula extracts only the first character in column B and then only the second character in column C and then only the third character in column D and so on.

The end result is that each word is split into individual letters.

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