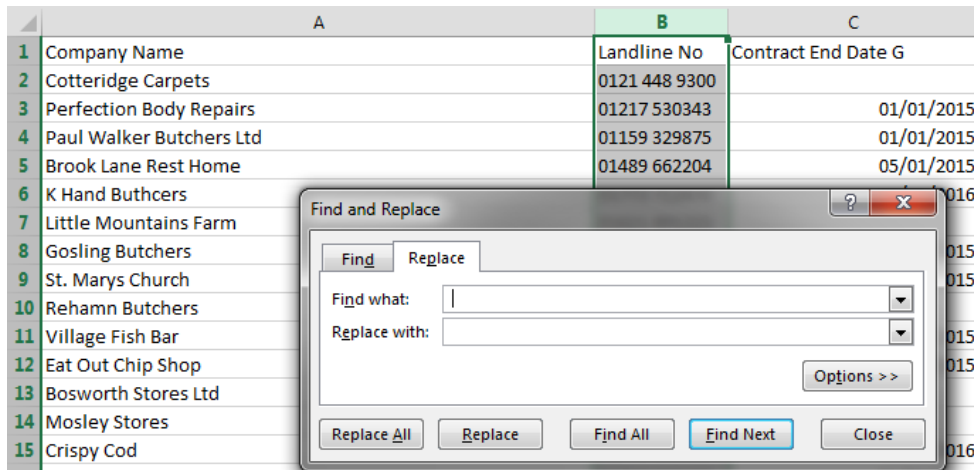# How to Split Data

First of all I removed any spaces out of the number column. Otherwise the data wouldn't load.
Select the number column (B) > Ctrl + F (find and replace tool) >
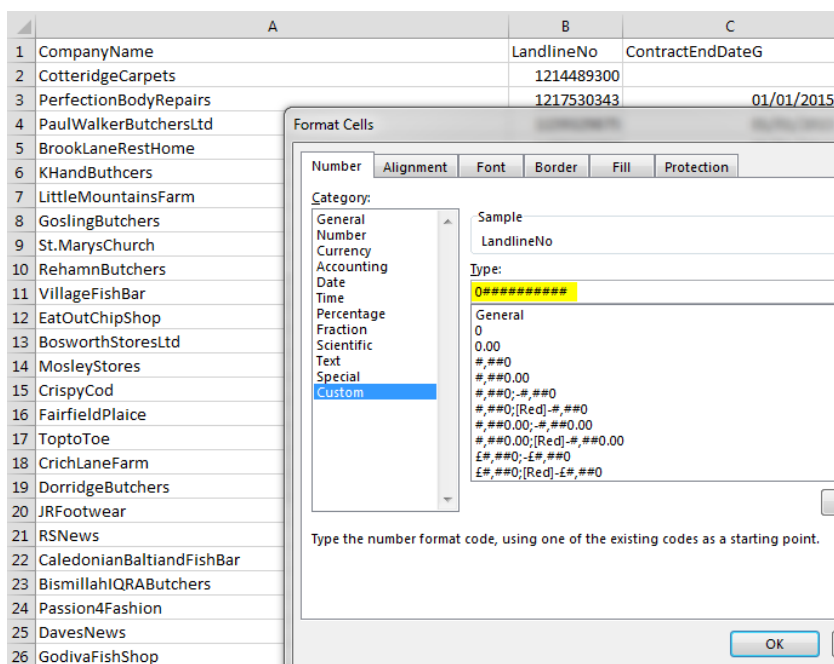Find what: (space bar x1)
Replace with: (leave blank)
>Replace all.

The numbers will then be striped if the leading 0. These will need to be added back in.

Select the number column (B) > Right Click > Format Cells > Custom > Type: >

0########## (0 followed by x10 #)

Once the numbers are sorted we can then move onto splitting the date.

Create 4 columns to the right of the date that we are preparing.

In the immediate column to the right, put in the formula: =TEXT(XX, "dd, mm, yyyy")
(Where XX is the date; in my case C2)

| B	C	D
LandlineNo	ContractEndDateG	
01214489300		=TEXT(C2, "dd, mm, yyyy")
01217530343	01/01/2015	

Then click and drag the formula all the way to the bottom of the data using the little green tab.

Select the column with all the formulas then copy all of the data then in the next cell right click > under paste options select values.
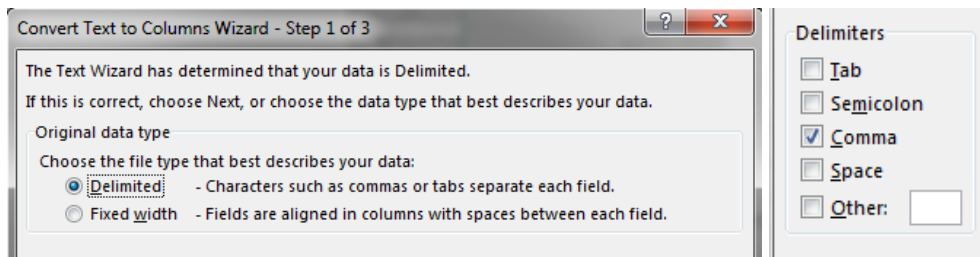
Once this is done delete the formula column this is no longer needed.
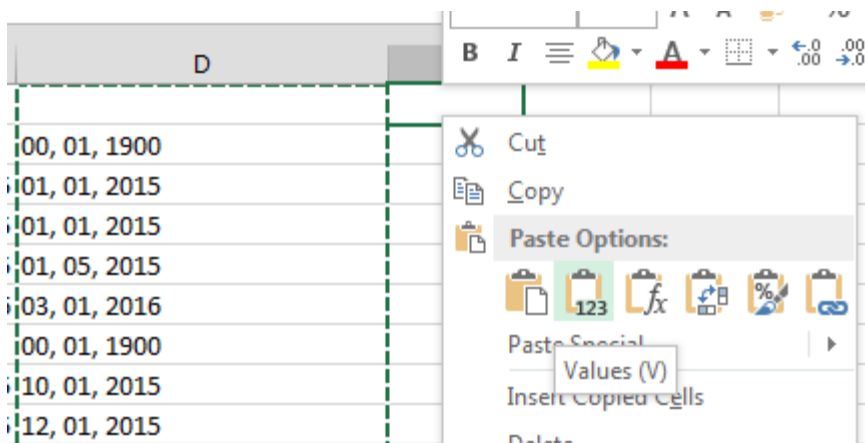
We can now use the Text to Columns function in the Data section of excel to split the data into the day, month and year columns.
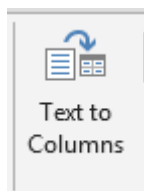
Original data type: Delimited > Delimiters - Comma (only) > Finish

The data will then be split into the 3 parts. Name the columns as:

Gas1 for Day
Gas2 for Month
Gas3 for year

The original Data column can then be deleted. Leaving the date now split and ready to load into the database.

B	C	D	E	F
LandlineNo	ContractEndDateG	GAS1	GAS2	GAS3
01214489300		0	1	1900
01217530343	01/01/2015	1	1	2015
01159329875	01/01/2015	1	1	2015
01827281666	01-May-15	1	5	2015
01773712470	03/01/2016	3	1	2016
01621891215		0	1	1900
01782313715	10/01/2015	10	1	2015
01291625538	12/01/2015	12	1	2015
01217728830		0	1	1900
01332768427	01/02/2015	1	2	2015
01827310650	01-Aug-15	1	8	2015
01217705748		0	1	1900
01902606743	no contract	no contract		
02476666066	01/03/2016	1	3	2016
02476251974	31/12/2014	31	12	2014
01787880676		0	1	1900
01773301364	01/06/2016	1	6	2016

Anything that has a year of 1900 will be ignored and left blank when not uploaded to the database along with any comments that are in the Gas1 field.