



Splitting a Column

To split a column using a delimiter in Excel, you can use the **Text to Columns** feature. Here are the steps:

1. **Select the column** you want to split.
2. Go to the **Data** tab on the Excel ribbon.
3. In the **Data Tools** group, click on **Text to Columns**.
4. The **Convert Text to Columns Wizard** will open:
 - **Step 1:** Choose **Delimited** and click **Next**.
5. **Step 2:** In the **Delimiters** section, check the box for the delimiter you are using (e.g., **Comma**, **Tab**, **Semicolon**, or **Other** where you can specify a custom delimiter).
 - You can preview how your data will be split in the **Data preview** section.
 - Click **Next** when you're satisfied.
6. **Step 3:** Choose the destination where you want to place the split data (by default, it will overwrite the original column, but you can select another location).
7. Click **Finish** to complete the process.

Your data will be split into separate columns based on the delimiter you specified.

Combining a Date Column and a Time Column

To combine a cell containing a date and a cell containing a time in Excel, follow these steps:

Method 1: Using a Formula

1. **Select an empty cell** where you want to display the combined date and time.
2. Use the following formula:

```
=A1 + B1
```

- Replace **A1** with the reference to the cell containing the date.
 - Replace **B1** with the reference to the cell containing the time.
3. **Press Enter**. The result will show both the date and time combined.
4. **Format the result:**
 - Right-click the cell where the result is.
 - Choose **Format Cells**.

- Go to the **Number** tab, select **Custom**, and type one of the following formats depending on how you want it to appear:
 - m/d/yyyy h:mm AM/PM (for 12-hour format)
 - m/d/yyyy h:mm (for 24-hour format)
- Click **OK**.

Method 2: Using TEXT Function (if you want a specific format)

If you want to combine the date and time into a single string with specific formatting, you can use the `TEXT` function:

```
=TEXT(A1,"m/d/yyyy") & " " & TEXT(B1,"h:mm AM/PM")
```

This will display the date and time as a text string in your desired format.

After combining, the values will appear as date and time together in a single cell.