



November 23, 2011

Volume 4

Word - Text to Columns

Using LinkedIn - Part 4

You Have To Laugh

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Excel - Text to Column

Excel makes it easy to separate data into columns – using either a character or a specific number of characters to determine where the break occurs. Let's assume you were just given an excel list that contains name and addresses. The first and last name is in one column, the street, city and zip are in another column, and the phone number is in the third column. But you need each field (first, last, street, city, etc) in separate columns.

A	B	C
Name	Address	Phone
Vinny Lambiase	325 New Haven Ave, Macon, AL 78435	(341)980-7651
June Benton	56 South Broad Street, Stafford, MS 23415	(504)654-1234
John Cody	107 Broad Street, Milford, NY 11220	(214)304-7520
Rob Cassic	333 Lordship Blvd, Stratford, CT 06615	(203)456-7891
Adam Smith	1718 Boston Post Road, San Diego, CA 98760	(312)876-0123
Steve Courtnees	767 Bridgeport Avenue, Battlefield, VA 57836	(414)456-1234
Dan Perkins	734 Bridgeport Ave, Ormada, NY 13445	(217)555-5555
Dee Delifi	365 New Haven Ave, Milford, CT 06460	(203)882-9076

One reason for the need for separate columns of each data type could be because you are using this list to create a letter that addresses each person by the first name and envelopes needs to be sorted by state and zip code for bulk mailing.

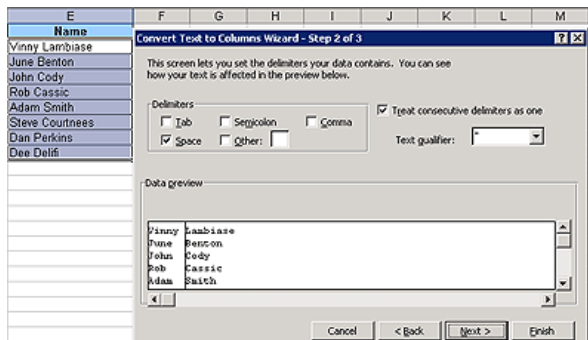
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Using the data example shown here we will break each column up using **Data/Text to Column**:

Breaking Name Into Two Columns (First and Last Name):

- Highlight the data (for instance the Name column) to break up and then copy and paste it into another column*.
- Highlight the copied data to be broken up.
- Go to the Menu and choose Data, Text to Columns.
- A box will appear giving you two choices for separating your data - Delimited or Fixed Width.
 - **Delimited** gives you the choice to set what character will be used to break up the data (*it could be a tab, space, period, specific character, semicolon, or comma*).
 - **Fixed Width** allows you to choose the number of characters where the break should take place – this is perfect for a string of characters (for example you need the first two characters of the following string "UC678AW985" in a separate column)
- For this example we will be choosing Delimited
- To break up the first and last names we will check the space box, because there is a space between first and last. Look down at the Data Preview you will see a line showing where the break will occur.



- If it's correct, you can hit Finish (to complete) or Next to set up the data format (useful when breaking up strings of data that need specific formatting).

- Once you hit Finish you will see that your data is now broken into columns – the original column (E) now contains the first name and the column next to it (F) contains the last name. See the results to the right.

E	F
Name	
Vinny	Lambiase
June	Benton
John	Cody
Rob	Cassic
Adam	Smith
Steve	Courtnees
Dan	Perkins
Dee	Delifi

Breaking The Address - A Bit Trickier:

- Breaking up the address is a bit trickier because there are many parts to it and takes a couple of passes of Text to Column to complete.
- First look at your data - you will see that there is a comma separating street address, city and state, and two spaces separating state and zip. I suggest you start with breaking up the data using the comma first for your delimiter.
- So under Delimiters you would choose Comma and then check your Data Preview to be sure it's correct. When you click Finish there will now be three columns - street address, city, and state & zip.
- Now all you have to do is highlight the state and zip data and choose space as your delimiter. Now your address is broken into the correct columns.

** Warning: When you use Data to Text it will replace any columns to the right of the original column with the broken up data. To avoid having other data overwritten, I suggest inserting enough columns to the right to handle the broken up data or copy the data to an area of the spreadsheet that doesn't contain other data and run it there (you can always move these columns back later). Using first/last names as an example – I know it will be broken up into two columns so before executing I check to be sure the column next to the original data is empty.*

Hopefully, now you see the power of using Text to Columns and are thinking of other ways to use it. If you have questions or need help with Excel, PowerPoint or Word, AAPK can assist you with any project you have. Contact us today at info@aapk.com

Using LinkedIn - Part 4 of a Series. [Click here for Part 3](#)

Making Connections

The key to using LinkedIn is taking advantage of making connections with people you know currently and from your past; colleagues, friends, business associates, and friends of friends. You can use these connections to find a job, generate business, share conversations and ideas with people in your industry or who have similar interests, or just catch up with old friends. LinkedIn helps you find people you know through a variety of ways.

Getting Connections Started – first look on your home page on LinkedIn, there you will see a box to the right that shows “**People You May Know**”. It generally will list three people you may know and you can click on “see more” to see additional suggestions (this list may change each time you refresh or return to the page). If you see someone you want to connect with click the “Connect” link below their name (read the section “Asking For a Connection” below for instructions on how to proceed).

The “People You May Know” list is created by LinkedIn based on the information you entered about yourself – companies you’ve work for, education, etc – or based on people you may already have connected with using degrees of connection (we will discuss this in the next part of this series). If there are no connections listed then you need to find some for yourself – this is easy to do and LinkedIn helps you.

Finding Connections – in the menu bar put your cursor over the **Contacts** – it lists at least three items; Connections, Add Connections and Network Statistics (it may list more, for instance, I get a link to my college and my high school alumni groups as additional options).

- Connections - shows the connections you currently have established.
- Add Connections - lets you find people using your email or searching on a name or company.
- Network statistics - statistics about your network, including how many users you can reach through your connections. Remember your network grows every time you add a connection.

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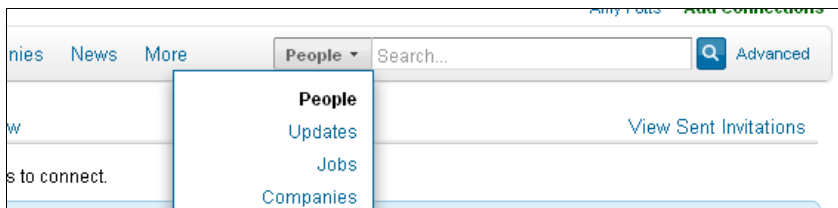
- [Excel, Word and PowerPoint](#)
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Add Connections – this option gives you two (semi) quick ways to invite your friends and colleagues to connect with you. Notice also that a sub-menu bar now appears with other options; Colleagues, Alumni and People You May Know (discussed above).

- **Using Your Email Address Book** (left side of screen) – use this to add connections quickly. This option goes through your email address book and suggests contacts. [Click here](#) for a list of supported email programs. The drawback to this is it might list a bunch of junk email addresses in your address book that you don't want to connect with.
- **Entering Email Addresses** (right side of screen) – enter email addresses of those you know to see if they are registered with LinkedIn under that address. This method can be time-consuming because you have to enter each address and if your contacts use multiple email addresses, you might not find them (if that address is not listed in their profile).
- **Colleagues Tab** – this link lists the companies you have listed on your profile and from there you can link to that company to find people you know*.
- **Alumni Tab** – is similar to the Colleagues tab and lets you choose to see alumni from what you entered in your profile under education*.

Searching for Other People You Know – If you didn't find connections using the above four methods there is another way to locate connects. On the top menu, to the right there is a search box. To the left of the open search box area there is a category title and a down arrow. If you want to search by a person's name, be sure that People appears and enter the person you are seeking (see screen shot below). You can also search by company name (choose Company from the pull down arrow) which will allow you to search the folks that are listed as having been employed by that company currently or in the past.

More than 2 million companies have LinkedIn Company Pages



Asking For a Connection. So you found someone that you want to connect with – what do you do now? Simply click on Connect (below or next to their name) and a new screen will appear (*this screen might be different depending on where you find the connection and might not require you to identify how you know the connection).

If it's a new connection the screen will ask you to identify how you know the person; Colleague, Classmate, We've Done Business Together, Other or I don't know the person.

- Colleague - a sub list will appear that shows the companies you've listed in your profile that you have worked for – choose the appropriate connection.
- Classmate – a sub list will appear listing your education associations, choose the appropriate connection.
- We've Done Business Together – will show a list of companies (it's the same list that appears in Colleague) – choose the appropriate connection.
- Friend – no sub menu appears
- Other – this requires you to enter the person's email address to verify you know them.
- I don't know the person – no sub menu appears

Then enter your message or stay with the default message and click send Invitation.

An invitation will be sent via email and on LinkedIn to the person you indicated. When your potential contact receives the message they have the choice to accept the connection or see your profile to see if they know who you are. Don't be offended if some people don't accept your connection immediately - they might not recognize you or might not frequent LinkedIn daily to respond.

This information should get you started on expanding your network – remember “it's all in who you know”. In the next issue we will talk about how LinkedIn uses “degrees of

connection” and how to take advantage of these connections.

If you still have questions or want to know more about how to use LinkedIn, contact us at info@aapk.com.

You Have To Laugh - HAPPY THANKSGIVING

Video: Kids talk about Thanksgiving and what it means to them.
<http://www.youtube.com/watch?v=pZPCxF9YtDE>

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