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Select all of the data in the column &

then in the 'Data' tab, select 'Text To Columns'. 3 If the data has 'separators' e.g. ', ', select 'Delimited', then click 'Next'.

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Excel will automatically select the data

for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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