

HOWTO turn a normal name into a username with Excel

Introduction

You have a list of names. You need to turn those names into usernames. Your pattern might look like this:

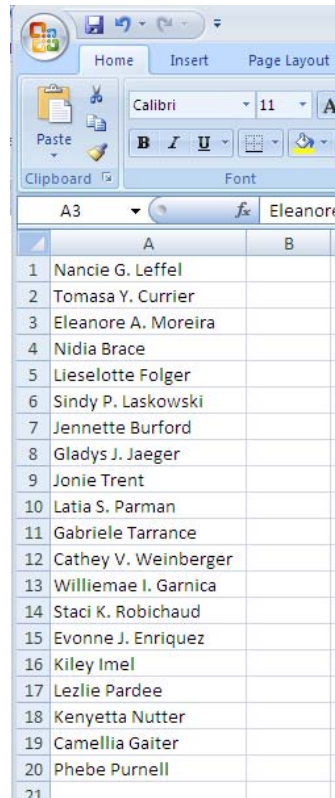
First letter of the first name plus the first seven letters of the last name, so John Smith would be jsmith.

Considerations

These instructions are for people who understand excel. This technique probably works on other spreadsheet programs like open office.

HOWTO

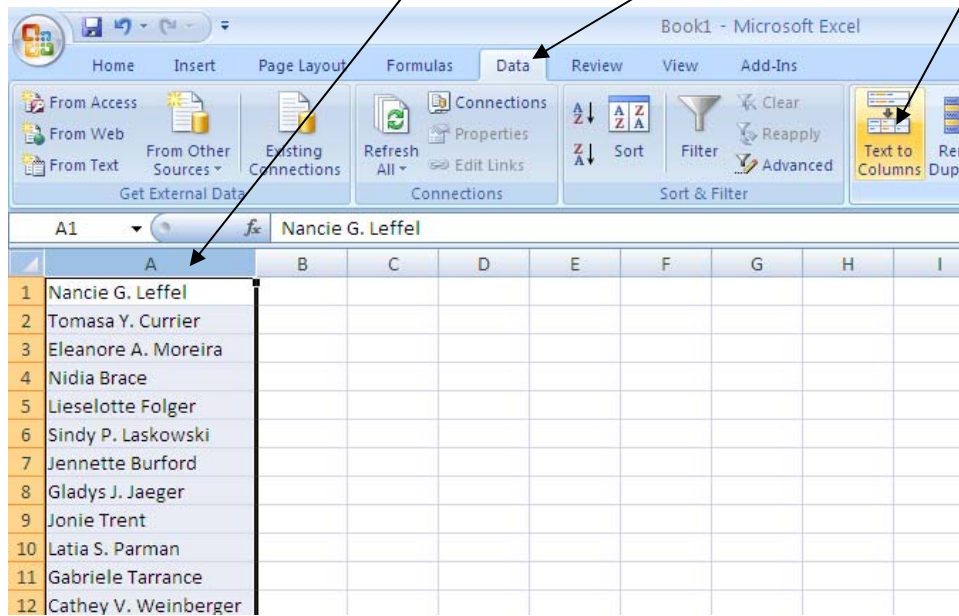
1. Get your list of names. If you can a list of first names in one column, and last names in another column, that's great – go to step 6. But if your list is one column, follow these steps.



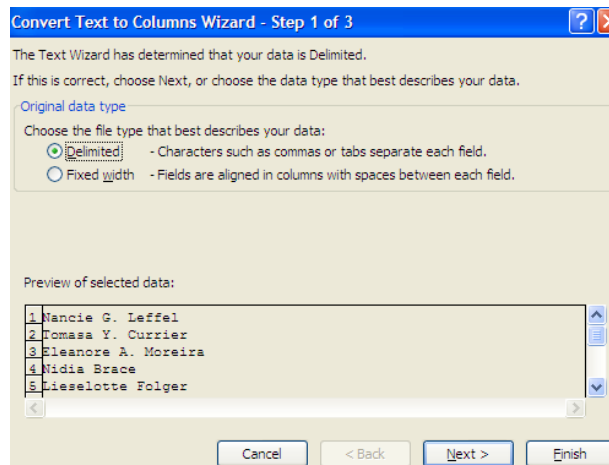
The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home' with the 'Font' group selected. The font is 'Calibri' and the size is '11'. The active cell is A3, containing the text 'Eleanore'. Below the ribbon, a list of names is entered in column A, rows 1 through 20. Column B is empty.

	A	B
1	Nancie G. Leffel	
2	Tomasa Y. Currier	
3	Eleanore A. Moreira	
4	Nidia Brace	
5	Lieselotte Folger	
6	Sindy P. Laskowski	
7	Jennette Burford	
8	Gladys J. Jaeger	
9	Jonie Trent	
10	Latia S. Parman	
11	Gabriele Tarrance	
12	Cathey V. Weinberger	
13	Williemae I. Garnica	
14	Staci K. Robichaud	
15	Evonne J. Enriquez	
16	Kiley Imel	
17	Lezlie Pardee	
18	Kenyetta Nutter	
19	Camellia Gaiter	
20	Phebe Purnell	
21		

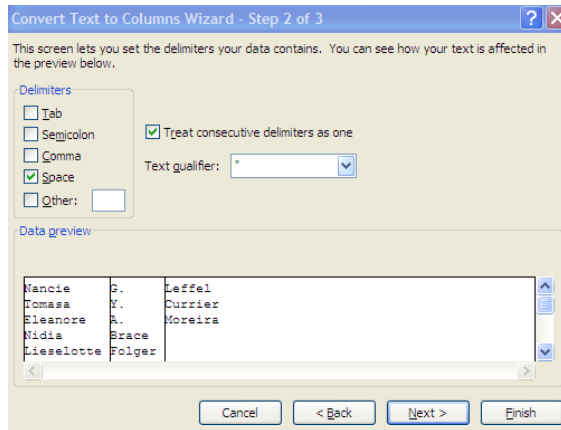
2. Highlight the column by clicking on the column header, click on data and click on text-to-columns.



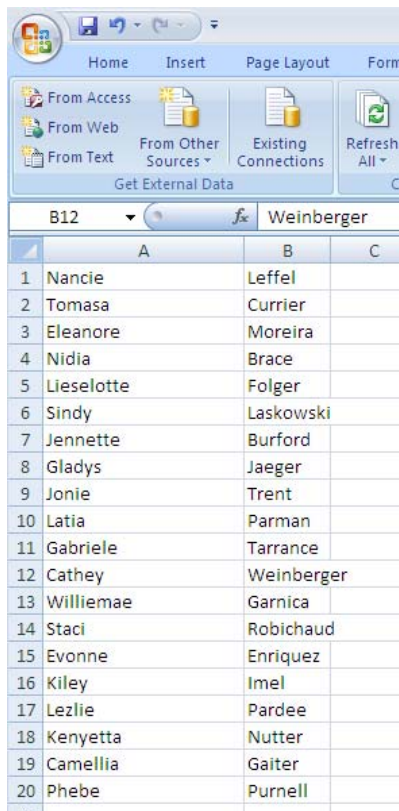
3. Choose delimited, and click next.



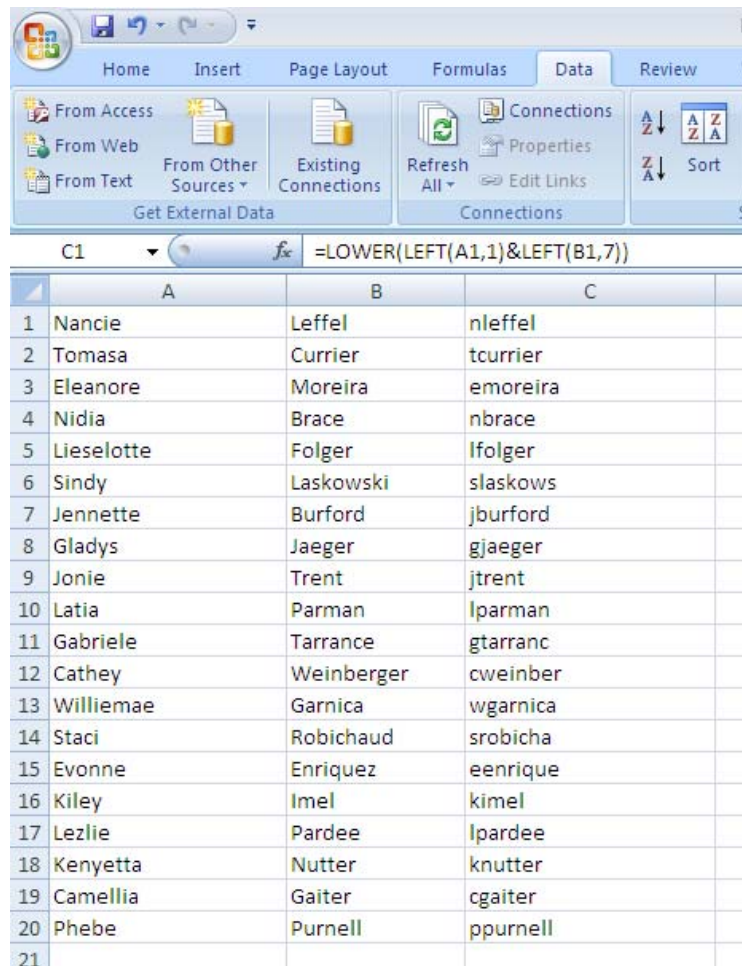
4. Choose the space delimiter, and click finish



5. Middle initials are annoying. Delete them, and cut and paste last names into the right column.



6. Click in cell c1, and type this simple little formula: =LOWER(LEFT(A1,1)&LEFT(B1,7)) copy the formula down and presto! There are your usernames!



The screenshot shows the Microsoft Excel interface with the Data tab selected. The formula bar displays the formula =LOWER(LEFT(A1,1)&LEFT(B1,7)). The spreadsheet contains the following data:

	A	B	C
1	Nancie	Leffel	nleffel
2	Tomasa	Currier	tcurrier
3	Eleanore	Moreira	emoreira
4	Nidia	Brace	nbrace
5	Lieselotte	Folger	lfolger
6	Sindy	Laskowski	slaskows
7	Jennette	Burford	jburford
8	Gladys	Jaeger	gjaeger
9	Jonie	Trent	jtrent
10	Latia	Parman	lparman
11	Gabriele	Tarrance	gtarranc
12	Cathey	Weinberger	cweinber
13	Williemae	Garnica	wgarnica
14	Staci	Robichaud	srobicha
15	Evonne	Enriquez	eenrique
16	Kiley	Imel	kimel
17	Lezlie	Pardee	lpardee
18	Kenyetta	Nutter	knutter
19	Camellia	Gaiter	cgaiter
20	Phebe	Purnell	ppurnell
21			