



Excel at Analysis: Concatenation

- Insert a new column
- Click in the 1st cell for the concatenated formula
- Select Concatenate from the Function Wizard List (use tool button or **Insert, Function**)
- Click or type the cell reference for the 1st part of the concatenate (in the Text 1 box)
- If a coma and space is needed type "&", " " if just a space type "&" " "
- Click or type the cell reference for the 2nd part of the concatenate (in the Text 2 box)
- Click OK (you can add more cells to concatenate, up to 5)
- Copy the formula using the fill handle (drag handle or double click the fill handle to copy down)

Example:

Function Arguments

CONCATENATE

Text1: B2&"," = "Arrieelel,"

Text2: C2 = "Eileen"

Joins several text strings into one text string.

Text1: text1, text2, ... are 1 to 30 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.

Formula result = Arrieelel, Eileen

OK Cancel

The "&" is what enables you to separate the contents of two cells **while putting** them in one cell, e.g., Last Name, First Name. Since you want a space after the coma, you need to press the space bar before typing the second quote ". Since this is now a formula, anytime you change a first or last name, the new column will always reflect the name change.

Tip: **Select** the column, **copy** the column, **Paste Special, Values** to replace the formula in each cell with the names.

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D2 = =CONCATENATE(B2&"," ,C2)

	A	B	C	D	E
1	ID	Last Name	First Name		Division
2	789456	Arrieelel	Eileen	=CONCATENATE(B2&"," ,C2)	FA
3	901233	Bedeau	Danae		RS
4	945788	Birdzak	Nicole		HR
5	447854	Broadna	Catherine		MK

The Formula

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D2 = =CONCATENATE(B2&"," ,C2)

	A	B	C	D	E	F	G	H	I
1	ID	Last Name	First Name		Division	Region	Ethnicity	Gender	Salary
2	789456	Arrieelel	Eileen	Arrieelel, Eileen	FA	C	5	F	\$36,720.00
3	901233	Bedeau	Danae	Bedeau, Danae	RS	C	5	M	\$82,000.00
4	945788	Birdzak	Nicole	Birdzak, Nicole	HR	C	5	F	\$38,488.57
5	447854	Broadna	Catherine	Broadna, Catherine	MK	C	2	F	\$18,500.00
6	741642	Brooks	Carol	Brooks, Carol	FA	C	5	F	\$82,000.00
7	843715	Coelho	Angella	Coelho, Angella	RS	C	5	F	\$45,000.00
8	572093	Kinsley	Adam	Kinsley, Adam	PR	C	2	M	\$60,000.00
9	606125	Klein	Kelly	Klein, Kelly	FA	C	3	F	\$45,000.00

The Result