



TEACH ME HOW TO EXCEL

Excel 501: Concatenate

Absentee voter lists are a common data request for an election administrator. Let's assume that the list of absentee voters exported from your voter registration database contain last name and first name in one column, last name leading. A customer would like the first and last name in one column, first name leading. You have a solution!

CONCATENATE: ABSENTEE VOTER NAMES

Concatenate is a quick function to bring together data from multiple columns into one.

In this example, you used the Text to Columns function to separate first and last names into two columns. From there you moved the first name column to the left of the last name column. Now you will combine voters' first and last names from two columns into one. You will also learn how to add a space in between combined first and last names.

Before

	A	B	C
1	FIRST	LAST	
2	Patricia	Holifield	
3	James	Kitchenmaster	
4	Cheryl	Hootman	
5	Joe	Aden	
6	Thomas	Ague	
7	A	Alley	
8	James	Alley	
9	Jackie	Cape	
0	Catherine	Caryer	
1	Gregory	Derossett	
2	Geraldine	Derossett	

After

	A	B	C
1	First and Last		
2	Patricia Holifield		
3	James Kitchenmaster		
4	Cheryl Hootman		
5	Joe Aden		
6	Thomas Ague		
7	A Alley		
8	James Alley		
9	Jackie Cape		
0	Catherine Caryer		
1	Gregory Derossett		
2	Geraldine Derossett		

The formula for concatenate is:

`=concatenate(text[1], text[2], ...)`

Text [1] stands for the first cell or text that you want to include (in the example above that would be cell A2 that contains the first name "Patricia"). Text[2] stands for the cell you'd like to join with Text [1]. In the example above that would be cell B2 that contains the last name "Holifield." If there were additional information you wanted to string together those would be Text [3] and so on.

1. Locate the column that will be the destination for your newly combined information. For our example we use column C.

Label the new column “First and Last.”

	A	B	C	
1	FIRST	LAST	First and Last	
2	Patricia	Holifield		
3	James	Kitchenmaster		
4	Cheryl	Hootman		
5	Joe	Aden		
6	Thomas	Ague		
7	A	Alley		
8	James	Alley		
9	Jackie	Cape		
10	Catherine	Caryer		

2. You want to have the first name “Patricia” and last name “Holifield” to both live together in cell C2. We can do this two ways:

Option 1:

- In cell C2 type: =CONCATENATE(
- Click on the cell that contains the name “Patricia” (Cell A2)
- Type a comma
- Click on the cell that contains the name “Holifield” (Cell B2)
- Type a closing parenthesis
- Your formula should look like: =CONCATENATE(A2,B2)
- Press Enter

Option 2:

- In cell C2 type: =CONCATENATE(A2,B2)
- Press Enter

	A	B	C	D	E
1	FIRST	LAST	First and Last		
2	Patricia	Holifield	=concatenate(A2,B2)		
3	James	Kitchenmaster	CONCATENATE(text1, [text2], [text3], ...)		
4	Cheryl	Hootman			
5	Joe	Aden			
6	Thomas	Ague			
7	A	Alley			
8	James	Alley			
9	Jackie	Cape			
10	Catherine	Caryer			

3. After you press Enter it will look like this:

	A	B	C	D
1	FIRST	LAST	First and Last	
2	Patricia	Holifield	PatriciaHolifield	
3	James	Kitchenmaster		
4	Cheryl	Hootman		
5	Joe	Aden		
6	Thomas	Ague		
7	A	Alley		
8	James	Alley		
9	Jackie	Cape		
10	Catherine	Caryer		

But wait. You want a space between first and last name!

To insert a space between first and last name, add a space enclosed in quotation marks. Here's how it looks in the formula:

	A	B	C	D	E
1	FIRST	LAST	First and Last		
2	Patricia	Holifield	=CONCATENATE(A2," ",B2)		
3	James	Kit	CONCATENATE(text1, [text2], [text3], [text4], ...)		
4	Cheryl	Hootman			
5	Joe	Aden			
6	Thomas	Ague			
7	A	Alley			
8	James	Alley			
9	Jackie	Cape			
10	Catherine	Caryer			

4. Let's try this again with a space this time.

Option 1:

- In cell C2 type: =CONCATENATE(
- Click on the cell that contains the name "Patricia" (Cell A2)
- Type a comma
- Type a space enclosed in quotation marks followed by a comma: " ",
- Click on the cell that contains the name "Holifield" (Cell B2)
- Type a closing parenthesis
- Your formula should look like: =CONCATENATE(A2," ",B2)
- Press Enter

Option 2:

- In cell C2 type: =CONCATENATE(A2," ", B2)
- Press Enter

	A	B	C	D
1	FIRST	LAST	First and Last	
2	Patricia	Holifield	Patricia Holifield	
3	James	Kitchenmaster		
4	Cheryl	Hootman		
5	Joe	Aden		
6	Thomas	Ague		
7	A	Alley		
8	James	Alley		
9	Jackie	Cape		
10	Catherine	Caryer		

5. *Apply this formula to the rest of your column by dragging the bottom right corner of the highlighted C2 cell to the last row of names.

	A	B	C	D
1	FIRST	LAST	First and Last	
2	Patricia	Holifield	Patricia Holifield	
3	James	Kitchenmaster	James Kitchenmaster	
4	Cheryl	Hootman	Cheryl Hootman	
5	Joe	Aden	Joe Aden	
6	Thomas	Ague	Thomas Ague	
7	A	Alley	A Alley	
8	James	Alley	James Alley	
9	Jackie	Cape	Jackie Cape	
10	Catherine	Caryer	Catherine Caryer	

***Note:** You might notice that when you click in cell C2 you see the concatenate formula in the formula bar and not the contents of the cell as they appear. This situation can be troublesome if you decide to delete column A or B. We recommend a simple trick to delete the formulas in column C and keep the contents:

- First, click on column C.
- Then click Edit in the top bar and click Copy.
- Hit Edit in the top bar again, but this time click Paste Special.
- You will see a pop up box with your Paste Special options.
- Choose Values and click OK.

