

Tuesday TechTip:

Text Functions in Excel 2007:

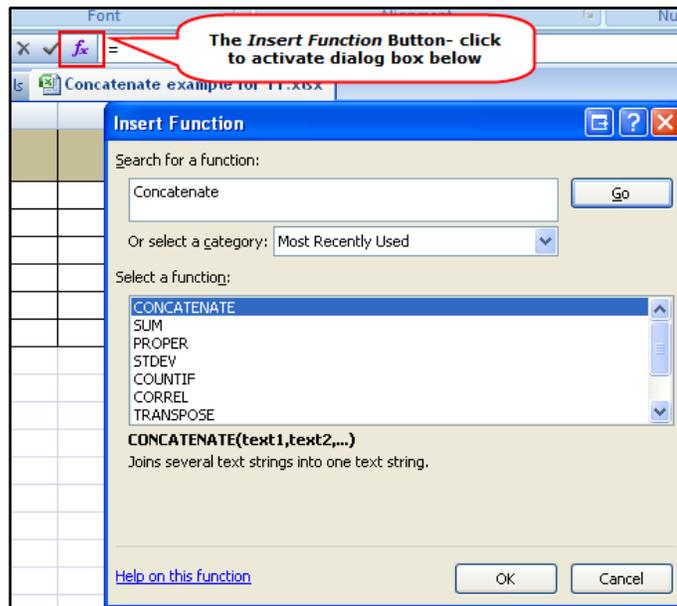
We all know that Excel is a great program to summarize data and crunch numbers with lightning speed. But Excel is also an effective tool for manipulating and managing text. You can manipulate the case of strings of text, substitute and replace text, even determine if two strings of text match. Today's tip focuses on one of the most useful of text manipulation tools- the Concatenate function.

The Concatenate Function:

The concatenate function is used to join two or more strings of text together. One practical use for this function would be to join first and last names from different excel columns to prepare a mailing list or more efficiently sort data on students/staff members. Our example shows how to complete this task.

To combine strings of text from two (or more) cells:

1. Create a column where you want the text strings combined. In our case, I have created a "Full Name" column for our new text string.
2. Click on the cell where you want your joined text to display.
3. Click on the **insert function** button. The *insert function* dialog box will display. Type 'concatenate' into the *Search for a function* text box and press Enter on your keyboard. Make sure 'concatenate' is highlighted. Click **OK**.



4. The Function Arguments dialog box will appear. Do the following:
 - a. Click once in the **Text1** input box.
 - b. Now Click on the first piece of text you want to join.
 - c. Click on the **Text2** input box.
 - d. Enter ", ". This will insert a comma, then a space in between the first and last name.
 - e. Click on the **Text3** input box.
 - f. Now Click on the second piece of text you want to join.
 - g. Notice the preview in the dialog box- this is how your joined text will look.
 - h. Click **OK**.

The screenshot shows an Excel spreadsheet with the following data:

Last_Name	First_Name	Full Name
Akers	Kenneth	=CONCATENATE(A2, ", ", B2)
Smith	David	
Hillery	Christopher	
Claypool	Adam	
Man	Super	
Woman	Wonder	

The 'Function Arguments' dialog box for the CONCATENATE function is open, showing the following arguments:

- Text1: A2 = "Akers"
- Text2: ", " = ", "
- Text3: B2 = "Kenneth"
- Text4: = text

A preview of the joined text is shown as "Akers, Kenneth".

Joins several text strings into one text string.

Text2: text1,text2,... are 1 to 255 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.

5. Now cell C2 contains the joined text.
6. Click and drag the corner of C2 down to apply the formula to the rest of the cells in the column.
7. The text is now joined and can be used as needed. The results are shown below.

Last_Name	First_Name	Full Name
Akers	Kenneth	Akers, Kenneth
Smith	David	Smith, David
Hillery	Christopher	Hillery, Christopher
Claypool	Adam	Claypool, Adam
Man	Super	Man, Super
Woman	Wonder	Woman, Wonder

Write your own Concatenate Formula.

You can get the same result by typing the concatenate formula directly into the target cell. Try it for yourself by:

1. Select the target cell.
2. Type: =A2&" "&B2
3. Press Enter or click the check button immediately to the left of the **insert function** button.
4. The text contain in each cell will be joined with a comma and space in between them.

[See a demonstration! Click here to view this TechTip in action.](#)

Note: Click this linking will open your browser and display this TechTip in a presentation.

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