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## Marlatt Consulting

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**Excel Tip:** Have you ever had some of your info in one column, and some in the other, and just wanted to bring them together to have one column with all the information???

Excel can help you do that easily, with the **CONCATENATE** function.

**Example:** You have first names in Column A, and last names in Column B, however you want Column C to contain the person's full name.

Go to Column C and use the following formula:

=CONCATENATE(A1," ",B1)

**NOTE:** There should be a space separating the two quotation marks in the formula, so that you will have a space between the first and last names.

Copy the formula for all rows where data needs to be joined.

**NOTE:** If you want to delete the original first and last name fields, you will need to first highlight all the data in Column C (full name field) and click COPY, without changing the selected fields choose EDIT > PASTE > VALUES > OK.

This rewrites the formula as fixed values, and now you can delete the original first and last name fields.

**MAS90 Tip:** This works well when you have downloaded Customer or Vendor Numbers and want to join the Division Number with the Customer or Vendor Code into one field.

**Example:** You have the Division Code in Column A, and the Customer Number in Column B, however you want Column C to contain the complete Customer Number.

Go to Column C and use the following formula:

=CONCATENATE(A1,"-",B1)

**TIP NOTE:** This tip was tested on version Office97 – SR 2.

**If you have any questions regarding the above information, consult your Office97 manual or call Marlatt Consulting for assistance.**