Microsoft

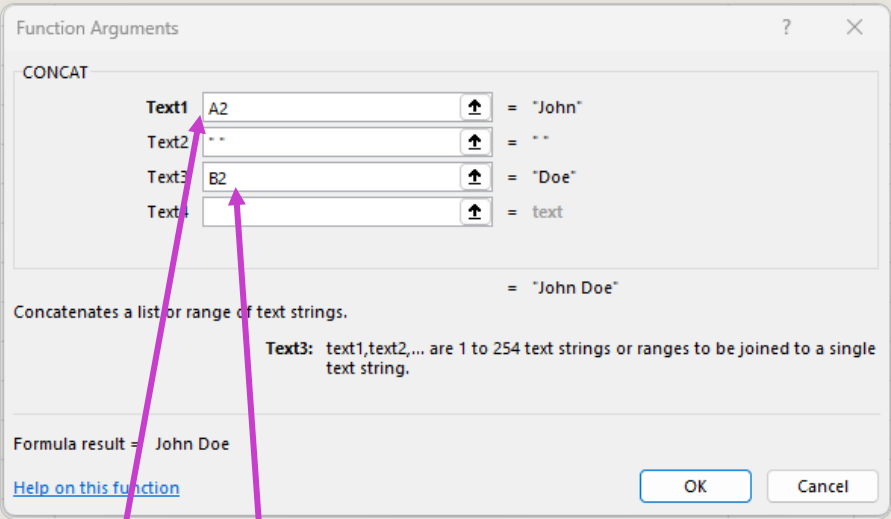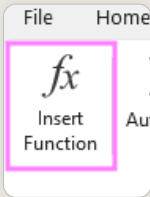# Merging Data into a Single Cell

Quick Reference Guide

This guide will help you master the essentials of merging text from multiple cells into a single in Excel using the CONCAT Function. With this powerful function, you'll be able to merge first and last names for a mailshot, create custom message and streamline your data, saving time and effort.

CONCAT Function – Using Insert Function

In the below example, you want First Name & Last Name merged in cell D2 ("John Doe").

1. Select the cell you want your result to be in (D2) then **Insert Function** from the **Formulas** tab & search for **CONCAT**. The formula popup will then appear.

2. **Text1 box** - select the cell containing the first piece of text you want in your result (A2 - John).

3. **Text2 box** - type a text space in speech marks to add a space between your names (" ").

4. **Text3 box** - select the cell containing your next piece of text (B2 - Doe).

CONCAT Function

Option 2: Typing the formula into the Cell

In the below example, you want Last Name then First Name merged in cell D2, separated by a comma ("Doe, John")

1. Type **"=CONCAT("** into the cell you want the result to appear (D2).

2. Click on cell containing first piece of text (B2 – Doe).

3. Add a comma (this tells the formula you are moving onto the next text string (Text2).

4. Type a comma and space in speech marks **(", ")** – the speech marks tell it you want the comma and space to appear as text.

5. Add another comm (to move on to the next text string).

6. Click in the cell containing the next piece of text (A2 – John).

7. Close the Brackets **")"** to complete the Formula.

8. Press Enter/Tab to see the result.

It is possible to create full sentences including multiple text cell references for example, using the cells above you could create the following sentence

"John Doe is based in the Manchester office"

using the formula:

=CONCAT(A2," ",B2," is based in the ",C2," office")

Note: CONCAT replaces the CONCATENATE function in newer versions of Excel including Microsoft 365. However, the CONCATENATE function will stay available for compatibility with earlier versions of Excel and will work in exactly the same way in the above examples.