

*Create*

**Introduction to Concatenate  
Use IT+**

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## Introduction

The word **concatenate** is just another way of saying "to combine" or "to join together". This function allows you to combine two or more 'strings' of data. The best way to understand how this works is to go through an example.

### 1 Example Spreadsheet

It looks like we have a list of contact information. Each person has his or her own row, and there are columns for each person's first name, last name, and other contact information.

	A	B	C	D	E
1	Last Name	First Name	Email Address	Street Address	City
2	Newell	Richard	RichardJNewell@email.com	1734 Euclid Avenue	San Luis Obispo
3	Mann	Kevin	KevinGMann@email.com	1807 Neuport Lane	Smyrna
4	Johnson	Gregory	GregoryEJohnson@email.com	3002 Old Dear Lane	Cuddebackville
5	Bridges	Kristina	KristinaSBridges@email.com	4365 Mudlick Road	Spokane
6	Coleman	Amy	AmyRColeman@email.com	3311 Maloy Court	Topeka
7	Houston	Sharyn	SharynMHouston@email.com	4008 Poling Farm Road	Decatur

How can we solve this problem quickly?

We want the information from the Last Name and First Name column to appear together in the same cell, but it would take a long time to type everything by hand. Rather than combining this data manually, we can use the **CONCATENATE** function to do it automatically.

### 2 How it works

The CONCATENATE function allows you to combine text from different cells into one cell. In our example, we can use it to combine the text in column **A** and column **B** to create a combined name in a new column.

Before we start writing the function, we'll need to **insert a new column** in our spreadsheet for this data. In our example, we'll insert it to the right of column B.

	A	B	C	D
1	Last Name	First Name	Combined Name	Email Address
2	Newell	Richard		RichardJNewell@email.com
3	Mann	Kevin		KevinGMann@email.com
4	Johnson	Gregory		GregoryEJohnson@email.com
5	Bridges	Kristina		KristinaSBridges@email.com
6	Coleman	Amy		AmyRColeman@email.com

### 3 Writing the function

We're ready to enter our function into cell **C2**. As usual, we'll start with the equals sign (=) followed by the function name and an open parenthesis:

**=CONCATENATE(**

Now we're ready to enter our arguments. The arguments tell the CONCATENATE function **what cells to combine**. In our example, we want to combine the text in cells **A2** and **B2**, so we'll make each of those an argument:

**=CONCATENATE(B2, A2)**

OK, let's run this function!

	A	B	C	D
1	Last Name	First Name	Combined Name	Email Address
2	Newell	Richard	RichardNewell	RichardJNewell@email.com
3	Mann	Kevin		KevinGMann@email.com
4	Johnson	Gregory		GregoryEJohnson@email.com
5	Bridges	Kristina		KristinaSBridges@email.com

You may have noticed that the first and last names don't have a space in between them. That's because **CONCATENATE will combine exactly what you tell it to combine, and nothing more**. If you want punctuation, spaces, or any other details to appear in the cell, you'll need to tell CONCATENATE to include it.

To add a space, we can simply add another argument: " " (**two double quotes around a space**). Make sure the three arguments are separated by commas:

**=CONCATENATE(B2," ",A2)**

	A	B	C	D
1	Last Name	First Name	Combined Name	Email Address
2	Newell	Richard	Richard Newell	RichardJNewell@email.com
3	Mann	Kevin		KevinGMann@email.com
4	Johnson	Gregory		GregoryEJohnson@email.com
5	Bridges	Kristina		KristinaSBridges@email.com

Perfect! Now we can use the **fill handle** to copy the formula to the remaining cells in this column.

	A	B	C	D
1	Last Name	First Name	Combined Name	Email Address
2	Newell	Richard	Richard Newell	RichardJNewell@email.com
3	Mann	Kevin	Kevin Mann	KevinGMann@email.com
4	Johnson	Gregory	Gregory Johnson	GregoryEJohnson@email.com
5	Bridges	Kristina	Kristina Bridges	KristinaSBridges@email.com
6	Coleman	Amy	Amy Coleman	AmyRColeman@email.com
7	Houston	Sharyn	Sharyn Houston	SharynMHouston@email.com
8	Kincade	Lisa	Lisa Kincade	LisaEKincade@email.com
9	Costello	Joseph	Joseph Costello	JosephFCostello@email.com
10	Carpenter	John	John Carpenter	JohnRCarpenter@email.com
11	Franco	William	William Franco	WilliamCFranco@email.com
12	Stewart	Sandra	Sandra Stewart	SandraOStewart@email.com
13	Munoz	Dan	Dan Munoz	DanDMunoz@email.com
14	Homan	Laura	Laura Homan	LauraMHoman@email.com
15	Patterson	Terence	Terence Patterson	TerenceDPatterson@email.com