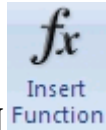


## Functions: Concatenate



The *Concatenate* function creates a text string by pulling data from specified fields. This function can join information such as first and last names, or names and scores, which are in separate fields. Up to 255 fields may be added together in this fashion. The result is a text string, which cannot be used in calculations.

*Concatenate* is faster than copying and pasting, especially when creating complex text strings, or multiple text strings using identical sets of fields. To create multiple text strings using identical sets of fields, use the Fill command.

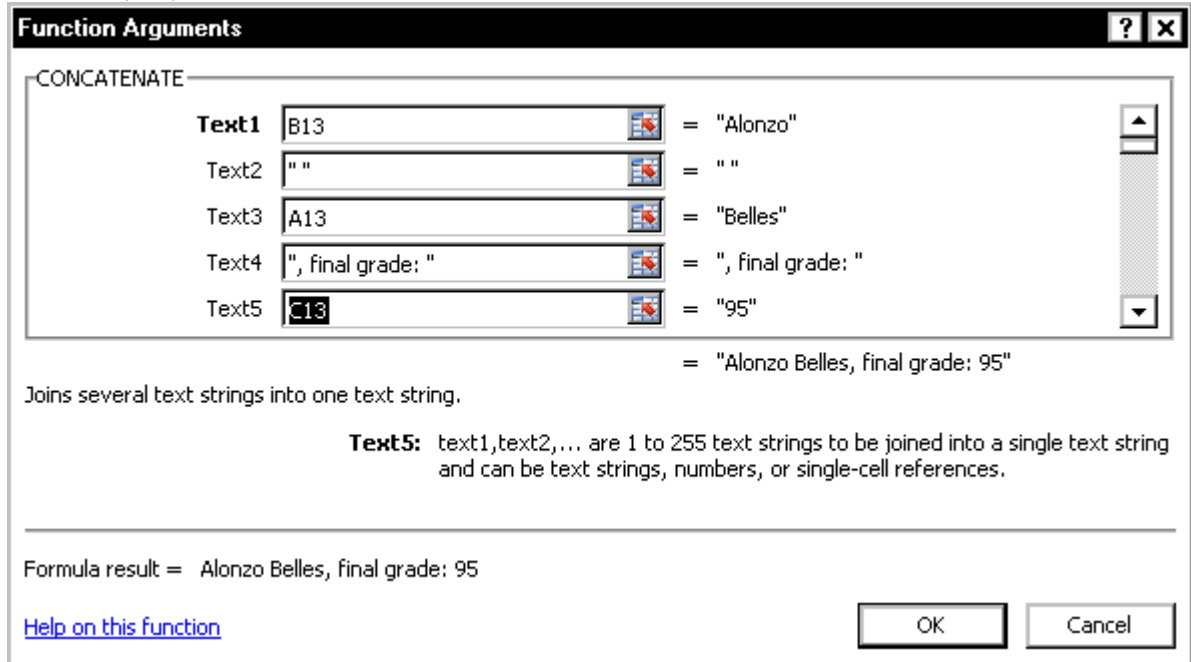
1. Open the desired Excel worksheet
2. Select the cell where you would like the result of the function to appear  
HINT: If you will be using the *Fill* command to create text strings for each row of data, select a cell in the same row as the information you will use to create the text string.
3. On the *Formulas* command tab, in the *Function Library* group, click **INSERT**



**FUNCTION** the *Insert Function* dialog box appears.

4. From the *Or select a category* pull-down list, select **All** or **Text**
5. From the *Select a function* scroll box, select **CONCATENATE**
6. Click **OK** the *Function Arguments* dialog box appears.
7. In the *Text 1* text box, type the cell ID containing the first field to appear in the text string  
**OR**
  - a. Click **COLLAPSE DIALOG** 
  - b. On your worksheet, select the cell to include
  - c. Click **RESTORE DIALOG** 
8. To add supplementary text between fields, in a separate text box, type the text in quotation marks

- To add a space between fields, in a separate text box, type quote marks with a space in between (" ")



- Repeat steps 7 and 8 for as many of the *Text* boxes as necessary

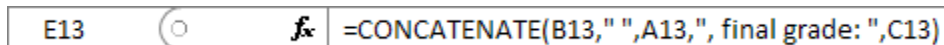
**NOTES:**

When you click in the last text box available, another will appear, up to a maximum of 255.

If you are using more text boxes than can be displayed, use the scroll bar on the right to view them.

- Click **OK** the text string appears in the selected cell and the formula appears in the *Formula* bar.

**EXAMPLE:**



These documents are based on and developed from information published in the LTS Online Help Collection ([www.uwec.edu/help](http://www.uwec.edu/help)) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.