

## DID YOU KNOW?

### How to Combine Text From Two Cell in MS-Excel

You can combine or merge text from two or more cells into one cell. For example, if you have one cell in your worksheet with a person's first name and one cell with their last name, you can combine the first and last names in a new cell.

- 1) Open an excel sheet which contains the data.

C2			
	A	B	C
1	First Name	Last Name	Full name
2	Girish	Manjrekar	
3	Vinay	Joglekar	
4	Satish	Kukwas	
5	Rakesh	Shah	
6	Nimish	Seth	
7	Samir	Vaidya	
8	Vimal	Shah	
9	Vivek	Kalsekar	
10	Atul	Kurkure	
11	Surendran	Shankaravelu	
12			
13			

- 2) Click the cell where you want to put the combined text. And Type =(

SUM			
	A	B	C
1	First Name	Last Name	Full name
2	Girish	Manjrekar	=
3	Vinay	Joglekar	
4	Satish	Kukwas	
5	Rakesh	Shah	
6	Nimish	Seth	
7	Samir	Vaidya	
8	Vimal	Shah	
9	Vivek	Kalsekar	
10	Atul	Kurkure	
11	Surendran	Shankaravelu	
12			
13			
14			

- 3) Click the cell that contains the first text you want to combine, such as a person's first name.

Formula Bar: A2    X    ✓    fx    =(A2

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Full name</b>	
2	Girish	Manjrekar	=A2	
3	Vinay	Joglekar		
4	Satish	Kukwas		
5	Rakesh	Shah		
6	Nimish	Seth		
7	Samir	Vaidya		
8	Vimal	Shah		
9	Vivek	Kalsekar		
10	Atul	Kurkure		
11	Surendran	Shankaravelu		
12				
13				
14				
15				
16				

- 4) Type "&" "&" (a space enclosed in quotation marks).

Formula Bar: A2    X    ✓    fx    =(A2&" "&

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Full name</b>	
2	Girish	Manjrekar	=A2&" "&	
3	Vinay	Joglekar		
4	Satish	Kukwas		
5	Rakesh	Shah		
6	Nimish	Seth		
7	Samir	Vaidya		
8	Vimal	Shah		
9	Vivek	Kalsekar		
10	Atul	Kurkure		
11	Surendran	Shankaravelu		
12				
13				
14				
15				

- 5) Click the next cell with the text that you want to combine, such as the person's last name.

SUM

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Full name</b>	
2	Girish	Manjrekar	=(A2&" "&B2)	
3	Vinay	Joglekar		
4	Satish	Kukwas		
5	Rakesh	Shah		
6	Nimish	Seth		
7	Samir	Vaidya		
8	Vimal	Shah		
9	Vivek	Kalsekar		
10	Atul	Kurkure		
11	Surendran	Shankaravelu		
12				
13				

- 6) Click Enter.

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Full name</b>	
2	Girish	Manjrekar	Girish Manjrekar	
3	Vinay	Joglekar		
4	Satish	Kukwas		
5	Rakesh	Shah		
6	Nimish	Seth		
7	Samir	Vaidya		
8	Vimal	Shah		
9	Vivek	Kalsekar		
10	Atul	Kurkure		
11	Surendran	Shankaravelu		
12				
13				

- 7) Click Auto fill cursor and fill the remaining cells by scrolling down

C2

	A	B	C	D
1	<b>First Name</b>	<b>Last Name</b>	<b>Full name</b>	
2	Girish	Manjrekar	Girish Manjrekar	
3	Vinay	Joglekar	Vinay Joglekar	
4	Satish	Kukwas	Satish Kukwas	
5	Rakesh	Shah	Rakesh Shah	
6	Nimish	Seth	Nimish Seth	
7	Samir	Vaidya	Samir Vaidya	
8	Vimal	Shah	Vimal Shah	
9	Vivek	Kalsekar	Vivek Kalsekar	
10	Atul	Kurkure	Atul Kurkure	
11	Surendran	Shankaravelu	Surendran Shankaravelu	
12				
13				
14				
15				

THANK YOU