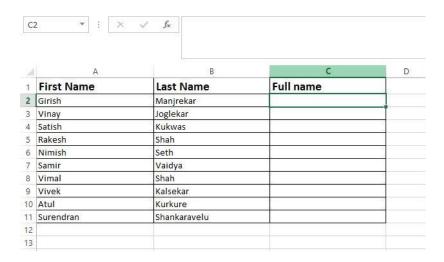


DID YOU KNOW?

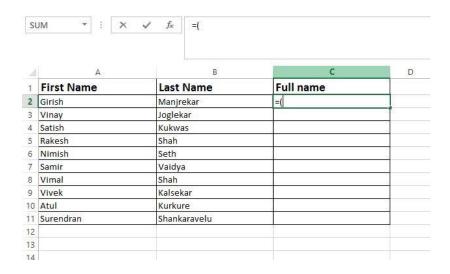
How to Combine Text From Two Cell in MS-Excel

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.

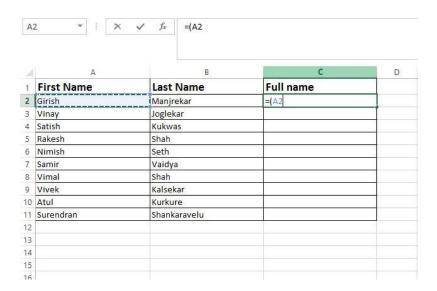


2) Click the cell where you want to put the combined text. And Type =(

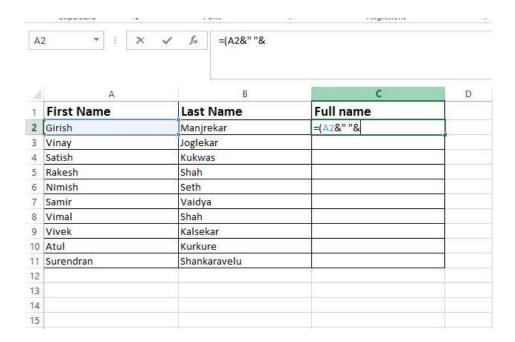




3) Click the cell that contains the first text you want to combine, such as a person's first name.

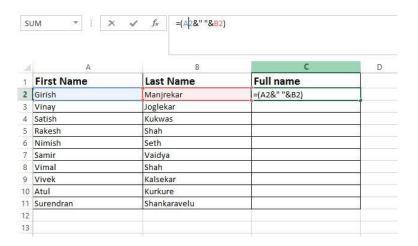


4) Type &" "& (a space enclosed in quotation marks).





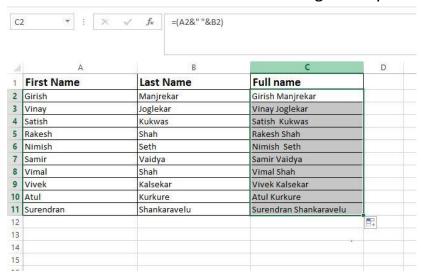
5) Click the next cell with the text that you want to combine, such as the person's last name.



6) Click Enter.



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



THANK YOU