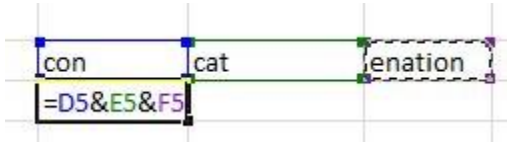Instructions using concatenation (combining contents of cells):

1. **Enter an ampersand (&) symbol between referenced cells you want to concatenate inside a formula.**

con	cat		enation
=D5&E5&F5			

2. **The cell will display the referenced cells as a single text.**

f_x =D5&E5&F5

D	E	F	G
con	cat	enation	
concatenation			

3. **Use quotes and ampersand to add text to references.**

f_x ="Total Sales: "&E2

E	F
$ 37,518.00	Total Sales: 37518

Note that concatenation will format references as text (in the above image E2 is formatted for accounting $37,518.00, but when it is contcatenated it becomes 37518).