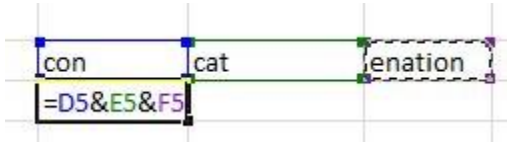


Instructions using concatenation (combining contents of cells):

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



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

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula '=D5&E5&F5'. The spreadsheet has columns D, E, F, and G. Cell D5 contains 'con', E5 contains 'cat', and F5 contains 'enation'. Cell D6, which is selected, displays the result of the formula as 'concatenation'.

D	E	F	G
con	cat	enation	
concatenation			

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

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula '="Total Sales: "&E2'. The spreadsheet has columns E and F. Cell E2 contains '\$ 37,518.00' and cell F2 contains 'Total Sales: 37518'.

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 concatenated it becomes 37518).