How to combine text from 2 columns	Brought to you by Lisa Schwaiger - HelpDesk Triage and Computer Tech (now in MT-403)

SITUATION:

I have an Excel Spreadsheet with a column for First Name and Last Name.
How can I create a column that combines info from these 2 columns?

SOLUTION:

Simply use a formula with the ampersand (&) to join them together.

	A	B	C
1	LastName	FirstName	FULLname
2	Smith	Jane	Jane Smith

is accomplished by

FULLname
=B2&" " &A2

See 3 minute video example of that here: https://www.youtube.com/watch?v=fe91iB_4bR8

This is just a simple example of one thing you can do re text manipulation in Excel.
If you use Excel, it might be worth exploring the other Text Formula options.
Here's a highly-rated 30 minute video for that: https://www.youtube.com/watch?v=rlGLP3qzNnw

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