

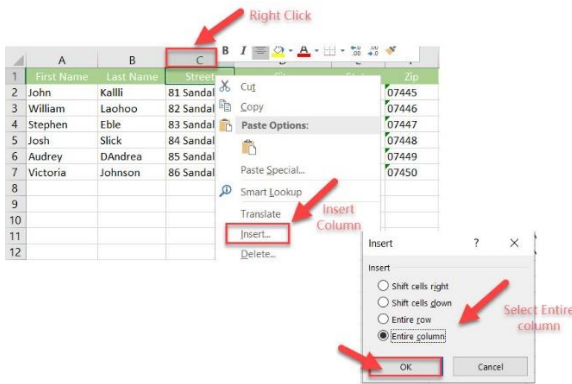
TRINITY WORLDWIDE TECHNOLOGIES, LLC

EXCEL: MERGE COLUMNS WITHOUT LOSING DATA

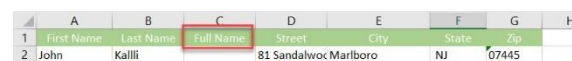
The example below illustrates how to combine two columns into one. In case you want to merge First and Last names into one “Full name” column, or combine several columns such as Street, City, Zip, State into a single “Address” column.

1. Insert a new column next to “Last Name” and label it “Full Name”.
 - A. Select Column C and right click choose **Insert, Entire column**, then **Ok**.
 - B. Label new column “**Full Name**”.

A.



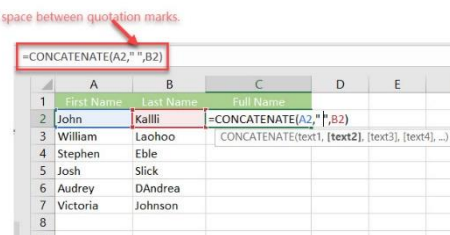
B.



	A	B	C	D	E	F	G	H
1	First Name	Last Name	Full Name	Street	City	State	Zip	
2	John	Kallli		81 Sandalwoc	Marlboro	NJ	07445	

2. In cell C2, write either of the following formulas: **=concatenate(A2," ",B2)** or **=A2&" "&B2**

include a space between quotation marks.



	A	B	C	D	E	F
1	First Name	Last Name	Full Name			
2	John	Kallli	=CONCATENATE(A2," ",B2)			
3	William	Laohoo	CONCATENATE(text1, [text2], [text3], [text4], ...)			

3. Copy the formula to all other cells of the Full Name column. The result: combined names from 2 columns into one. **Note:** this is a formula. If you delete the First Name and/or the Last Name, the corresponding data in the Full Name column will also be gone.



	A	B	C
1	First Name	Last Name	Full Name
2	John	Kallli	John Kallli
3	William	Laohoo	
4	Stephen	Eble	
5	Josh	Slick	
6	Audrey	DAndrea	
7	Victoria	Johnson	

Results of copied formula

	A	B	C
1	First Name	Last Name	Full Name
2	John	Kallli	John Kallli
3	William	Laohoo	William Laohoo
4	Stephen	Eble	Stephen Eble
5	Josh	Slick	Josh Slick
6	Audrey	DAndrea	Audrey DAndrea
7	Victoria	Johnson	Victoria Johnson