

Microsoft Excel

Module 18 - Use of Concatenate in MS Excel



CBSE

Concatenation is the process of joining two or more strings (text values) together to form a single string. In Microsoft Excel, concatenation is used to merge text from different cells into one, making data more organized and readable.



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For example, if you have "Rahul" in one cell and "Sharma" in another, you can concatenate them to display "Rahul Sharma" in a single cell.



NTSE

The CONCAT function in Excel is useful for joining multiple text values from different cells into a single string. It helps in merging names, creating full addresses, formatting reports, and generating email IDs or labels efficiently. Unlike CONCATENATE, CONCAT supports ranges (e.g., =CONCAT (A1:A5)) and is available in Excel 2019 and later.



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Why Do We Use Concatenation in Excel?

Concatenation is useful in various situations, including:

- Merging Names or Data: Combining First Name and Last Name into one column. Example: "Amit" + "Kumar" ="Amit Kumar"



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- Creating Full Addresses: Joining house number, street, city, and country into a single address. Example: "House 12" + ", " + "Delhi" ="House 12, Delhi"



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- Formatting Data for Reports: Creating custom labels or descriptions by merging multiple data fields. Example: "Employee: "+" "Rahul Sharma" + ", ID: "+" "1234"= "Employee: Rahul Sharma, ID: 1234"



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- Generating Usernames or Email IDs: Merging first and last names to create usernames. Example: "Rahul" + "." + "Sharma" + "@xyz.com" ="Rahul.Sharma@xyz.com"

- Combining Text with Numbers: Example: "Invoice No: " + "1056" ="Invoice No: 1056"



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How to Use CONCAT Function:

Step 1) Start the CONCAT function

- Copy the values in the example above and try it on your own!
- Select a cell E2
- Type =CONCAT
- Double click the CONCAT command



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	A	B	C	D	E	F	G
1	Name	Type 1	Total stats				
2	Mankey	Fighting	305		=CONCAT		
3	Poliwrath	Water	510		CONCAT	Concatenates a list or range of text strings	
4	Victreebel	Grass	490				
5	Tentacool	Water	335				

Step 2) Link cells

- Select a cell (A2)
- Add a comma (,)
- Add a space inside of quotation marks to create a delimiter (" ")
- Select another cell (A3)
- Hit enter

	A	B	C	D	E
1	Name	Type 1	Total stats		
2	Mankey	Fighting	305		=CONCAT(A2," ",A3)
3	Poliwrath	Water	510		
4	Victreebel	Grass	490		
5	Tentacool	Water	335		

The function returns the content of A2 and A3 separated with a " " delimiter. You can also use more symbols as a delimiter, such as adding the word "and".

	A	B	C	D	E
1	Name	Type 1	Total stats		
2	Mankey	Fighting	305		Mankey Poliwrath
3	Poliwrath	Water	510		
4	Victreebel	Grass	490		
5	Tentacool	Water	335		

The CONCAT function accepts cell values of both text and numbers; you can combine them in any way you prefer.

Combine the cell values with text strings as delimiters to make the output more descriptive.

Note:

The CONCAT function does not provide any delimiters between cell values used in the function. If you want your cell values to be displayed with delimiters, you have to add the delimiters between the selected cells. You can use any symbol as a delimiter, if you want the delimiter to be a space, enter " ".

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Conclusion:

Concatenation is a powerful tool in Excel that helps in combining and organizing data efficiently. It is widely used for merging names, creating formatted text, and structuring reports. By using CONCATENATE, CONCAT, or the "&" operator, you can manipulate text dynamically, making data presentation more professional and readable.

Assignment:

First Name	Last Name	Full Name (?)	City	State	Country	Employee ID	Domain
Rahul	Sharma	?	Delhi	Delhi	India	101	company.com
Priya	Verma	?	Mumbai	MH	India	102	company.com
Amit	Singh	?	Kolkata	WB	India	103	company.com
Sneha	Reddy	?	Chennai	TN	India	104	company.com
Rohan	Das	?	Pune	MH	India	105	company.com

Task: Use the CONCAT function to merge the First Name and Last Name into the Full Name (?) column.

After applying the formula, the "Full Name" column should display:

- Rahul Sharma
- Priya Verma
- Amit Singh
- Sneha Reddy
- Rohan Das