



Microsoft Excel: How to use the Concatenate Function

Find Concatenate Function

2 - Find and select Concatenate function

3 - Click OK

1 - Select cell

City Name	State Name	Attendance	AT	BOTH days	Tuesday Attendance	Wednesday Attendance
Shrewsbury	Massachusetts	0	MassDOT	BOTH days		
Newmarket	New Hampshire	0	Compliment	BOTH days		
Natick	Massachusetts	0	Public	BOTH days		
Boston	Massachusetts	0	Public	BOTH days		
Atkinson	New Hampshire	0	Complimentary/Sponsor/Exhibitor	BOTH days		
Taunton	Massachusetts	0	MassDOT		Agenda: Wednesday April 8	Wednesday Attendance
Boston	Massachusetts	0	MassDOT	BOTH days		
Northampton	Massachusetts	0	MassDOT	BOTH days		
Somerville	Massachusetts	0	Public			Wednesday Attendance
Milton	Massachusetts	0	Private		Tuesday Attendance	
Arlington	Massachusetts	0	Public	BOTH days		
Boston	Massachusetts	0	MassDOT	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days
Boston	Massachusetts	0	Public	BOTH days		

Select Fields to Concatenate

Function Arguments

CONCATENATE

Text1: p13 = "BOTH days"

Text2: q13 = ""

Text3: r13 = ""

Text4: = text

= "BOTH days"

Joins several text strings into one text string.

Text3: text1,text2,... are 1 to 255 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.

Formula result = BOTH days

OK Cancel

4 - Enter fields you wish to concatenate

5 - Click OK

City Name	State Name	April 8	BOTH days	Tuesday Attendance	Wednesday Attendance
Shrewsbury	Massachusetts		BOTH days		
Newmarket	New Hampshire		BOTH days		
Natick	Massachusetts		BOTH days		
Boston	Massachusetts		BOTH days		
Atkinson	New Hampshire		BOTH days		
Taunton	Massachusetts			Agenda: Wednesday April 8	Wednesday Attendance
Boston	Massachusetts		BOTH days		
Northampton	Massachusetts		BOTH days		
Somerville	Massachusetts				Wednesday Attendance
Milton	Massachusetts			Tuesday Attendance	
Arlington	Massachusetts		BOTH days		
Boston	Massachusetts	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days	

Select Concatenated Field

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S13 : X ✓ ✖ =CONCATENATE(P13,Q13,R13)

	J	K	L	M	N	O	P	Q	R	S
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12		City Name	State Name	Attendance	Attendee Type	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days	Tuesday Attendance	Wednesday Attendance
13		Shrewsbury	Massachusetts	0	MassDOT			BOTH days		
14		Newmarket	New Hampshire	0	Complimentary/Sponsor/Exhibitor			BOTH days		
15		Natick	Massachusetts	0	Public			BOTH days		
16		Boston	Massachusetts	0	Public			BOTH days		
17		Atkinson	New Hampshire	0	Complimentary/Sponsor/Exhibitor			BOTH days		
18		Taunton	Massachusetts	0	MassDOT		Agenda: Wednesday April 8			Wednesday Attendance
19		Boston	Massachusetts	0	MassDOT			BOTH days		
20		Northampton	Massachusetts	0	MassDOT			BOTH days		
21		Somerville	Massachusetts	0	Public					Wednesday Attendance
22		Milton	Massachusetts	0	Private				Tuesday Attendance	
23		Arlington	Massachusetts	0	Public			BOTH days		
24		Boston	Massachusetts	0	MassDOT	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days		
		Boston	Massachusetts	0	Public			BOTH days		

6 – Select Concatenated Field

Apply Concatenated Field To Multiple Rows

The screenshot shows the Microsoft Excel interface with the following details:

- Formula Bar:** Contains the formula `=CONCATENATE(P13,Q13,R13)`.
- Spreadsheet Data:**

Attendance	Attendee Type	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days	Tuesday Attendance	Wednesday Attendance	
0	MassDOT			BOTH days			BOTH days
0	Complimentary/Sponsor/Exhibitor			BOTH days			BOTH days
0	Public			BOTH days			BOTH days
0	Public			BOTH days			BOTH days
0	Complimentary/Sponsor/Exhibitor			BOTH days			BOTH days
0	MassDOT		Agenda: Wednesday April 8			Wednesday Attendance	Wednesday Attendance
0	MassDOT			BOTH days			BOTH days
0	MassDOT			BOTH days			BOTH days
0	Public					Wednesday Attendance	Wednesday Attendance
0	Private				Tuesday Attendance		Wednesday Attendance

7 – Drag field to all rows in column

Label and Format

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8 – Label and format column as desired

Attendance	Attendee Type	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days	Tuesday Attendance	Wednesday Attendance	Combined Column P, Q, R
0	MassDOT			BOTH days			BOTH days
0	Complimentary/Sponsor/Exhibitor			BOTH days			BOTH days
0	Public			BOTH days			BOTH days
0	Public			BOTH days			BOTH days
0	Complimentary/Sponsor/Exhibitor			BOTH days			BOTH days
0	MassDOT		Agenda: Wednesday April 8			Wednesday Attendance	Wednesday Attendance
0	MassDOT			BOTH days			BOTH days
0	MassDOT			BOTH days			BOTH days
0	Public					Wednesday Attendance	Wednesday Attendance
0	Private				Tuesday Attendance		Tuesday Attendance
0	Public			BOTH days			BOTH days
0	MassDOT	Agenda: Tuesday, April 7	Agenda: Wednesday April 8	BOTH days			BOTH days
0	Public			BOTH days			BOTH days
0	Private			BOTH days			BOTH days
0	MassDOT			BOTH days			BOTH days
0	MassDOT			BOTH days			BOTH days
0	Public			BOTH days			BOTH days