

**Excel: Concatenate Instructions**  
**John H Strange**  
**EDM 310**

This example addresses the effort to combine text in fields for City, State and Zip into one field using the Concatenate function which is used to combine text strings. The procedure can be used to combine any set of text found in cells and is also used in my class when creating web sites that have highly repetitive, but slightly different, code.

Click in a blank Column. Insert a header for the column (CSZ For City State Zip)

Go to next line

Insert ...Function...All...Concatenate Is also found in the Text type of function)

Filling in the Function window:

In Text 1 Click on the cell (same line) which has the city in it

Text2 type “, “ (You do this because you want to add a comma and a space after the city and when we add text it has to be in quotes.)

Text 3 Click on the cell (same line) where the state name is

Text 4 type ““(You do this because you want to add a space after the state and when we add text it has to be in quotes.)

Text 5 Click on the cell (same line) with the zip code in it

Then you can fill down (Control D)