

# Combine or Separate Data Elements in a Column

## (Using CONCATENATE and TEXT TO COLUMN Functions)

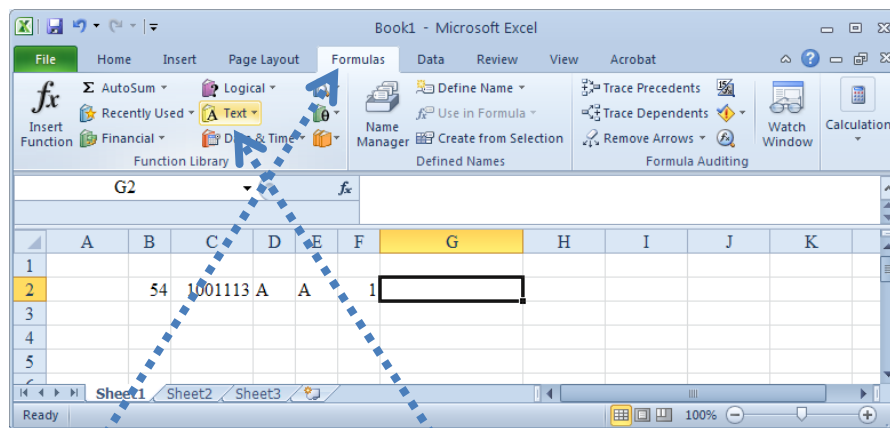
Data can come from a variety of sources in a variety of formats. Sometimes, the data needs to be combined or separated to aid in analysis or improve the presentation.

### Combining Data:

When data is imported into a spreadsheet from another file, query, or report and several data elements are in separate columns that need to be combined, you can accomplish this by using the **CONCATENATE** function in EXCEL.

**Example 1** – In the example below the data elements are parts of a distribution code that is used by ADP to charge salaries to the correct department. We need to be combined to upload into ADP.

- Place the cursor on the cell where you would like the combined data (G2).

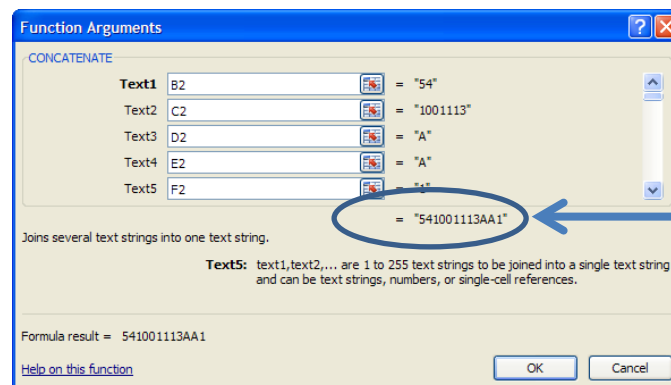


- Select the Formula Tab across the top and click on Text drop down menu.
- From the list that appears, select **CONCATENATE**.
- The formula input box, called the “Function Arguments” will appear containing the following:

**CONCATENATE**(TEXT1, TEXT2, [TEXT3], . . . )

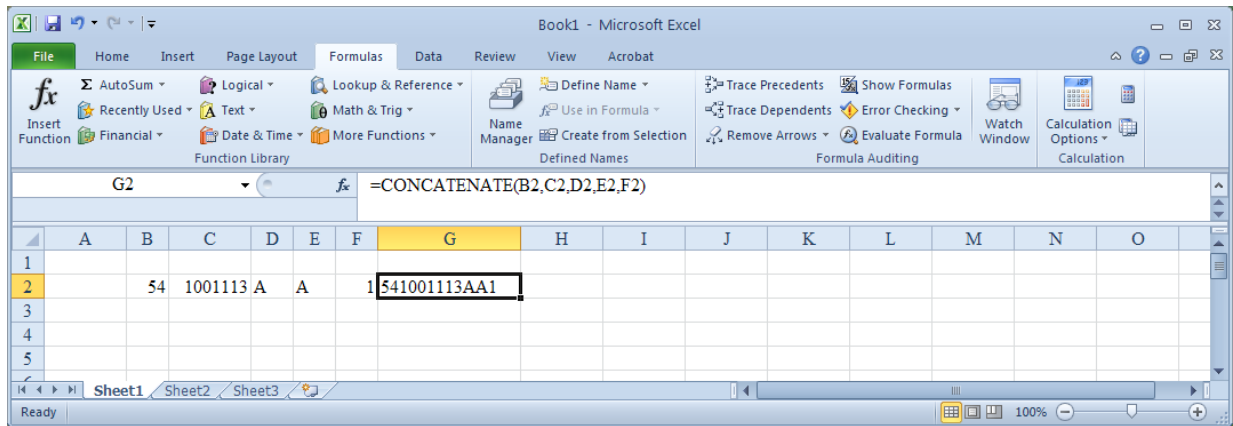
- **TEXT1:** The first cell or text to be combined
- **TEXT2:** The second cell or text to be combined.
- **[TEXT3]:** Etc. Can be repeated up to 255 times.

For this example, we are combining columns B through F of row 2. The Argument box will look like this.

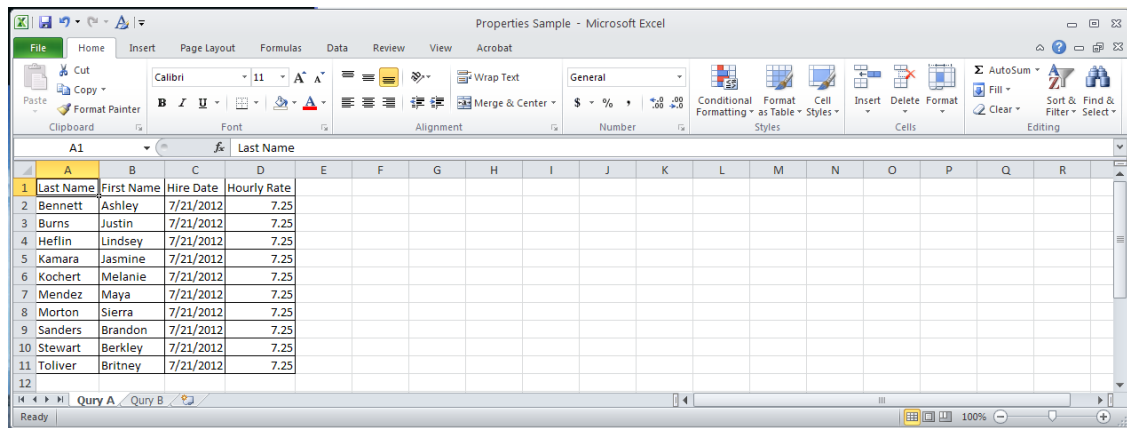


The combined answer is displayed based the criteria you provided.

The following is the result produced in your spreadsheet:

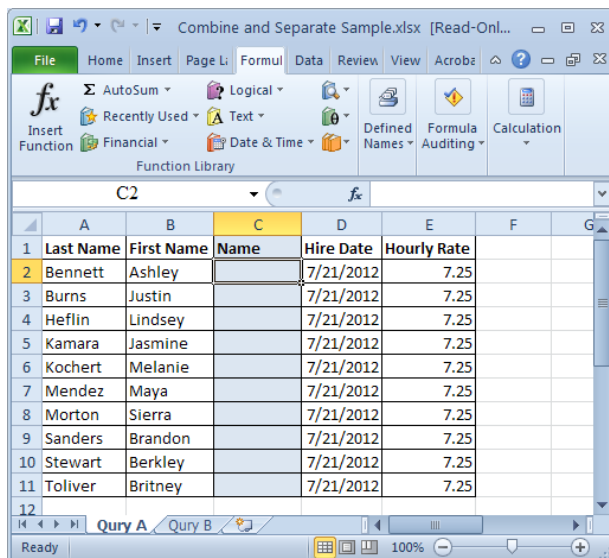


**Example 2** – In example 2 an ADP Query was used to find the students hired in a position in July and their hourly salary. The results are displayed in the following Excel file:

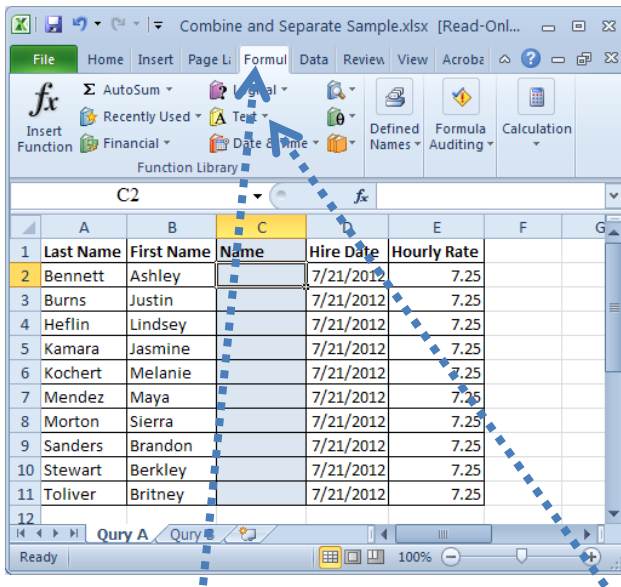


As you see, the last and first names appear in separate columns. We would like them to be in the same column with a comma separating the last name from the first name.

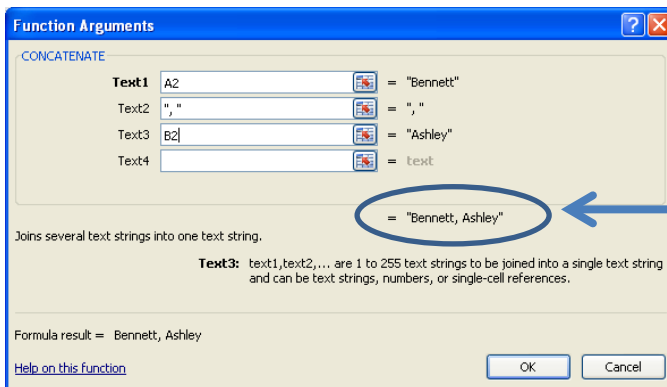
- Add a column for the combined last name, first name. In this example, the column is inserted after B becoming the new column C with a title of “Name.” It is highlighted below for display purposes.



- Place your cursor on the cell (C2), where you would like the combined data to appear.

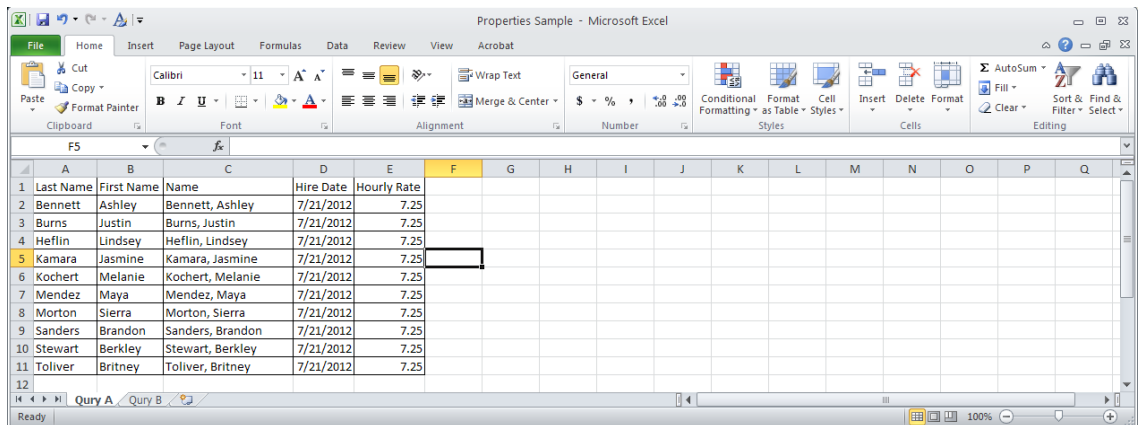


- Select the Formula Tab across the top and click on Text drop down menu.
- From the list that appears, select CONCATENATE.
- The formula input box, called the “Function Arguments” will appear containing the following:
- For this example, include the user input of “,” to separate the last and first name.



The combined answer is displayed based the criteria you provided.

The following is the result produced in your spreadsheet:

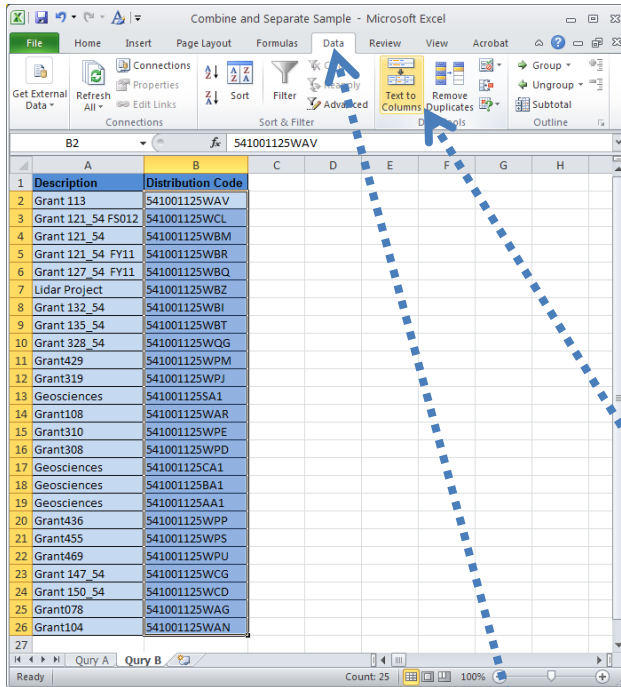


## Separating Data:

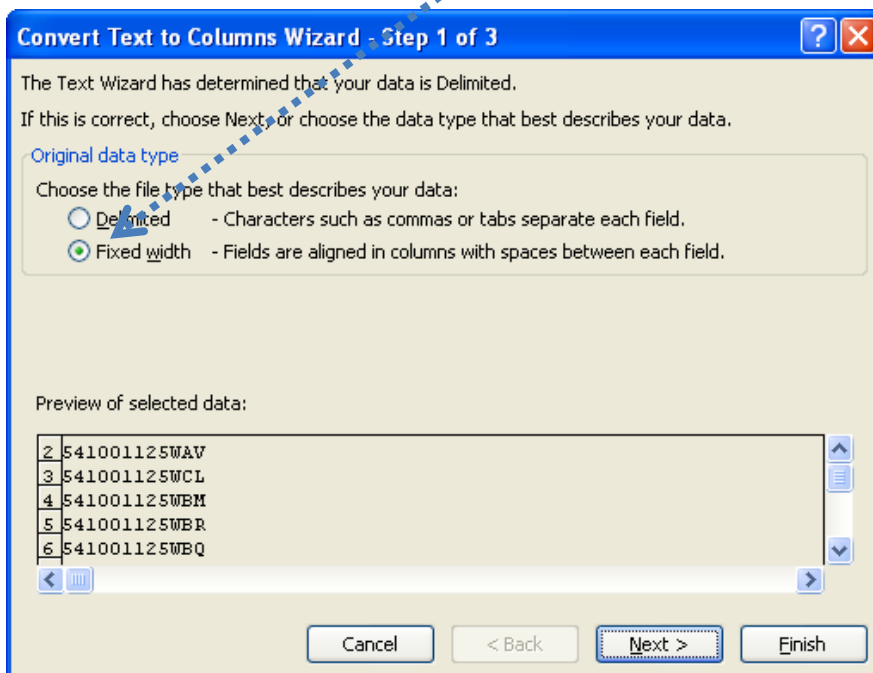
When data is imported into a spreadsheet from another file, query, or report and a data element needs to be separated into different columns, you can accomplish this by using the **Text to Columns** function in EXCEL.

**Example 1** – In the example below the data element is the distribution code that is used by ADP to charge salaries to the correct department. We need to separate the distribution code to get the chart string(s) for the department.

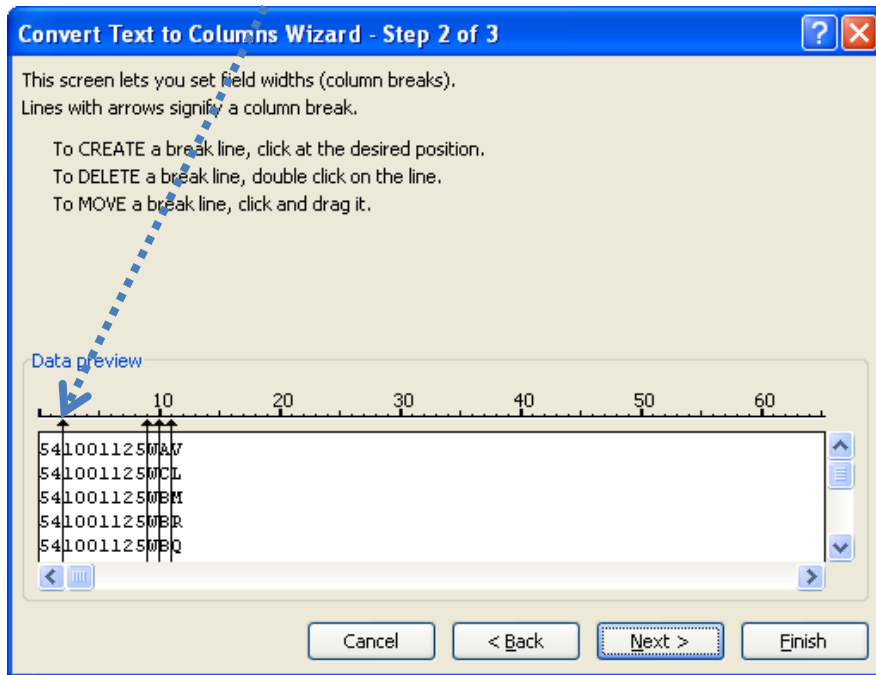
- Place the cursor on the column you would like to separate (B).



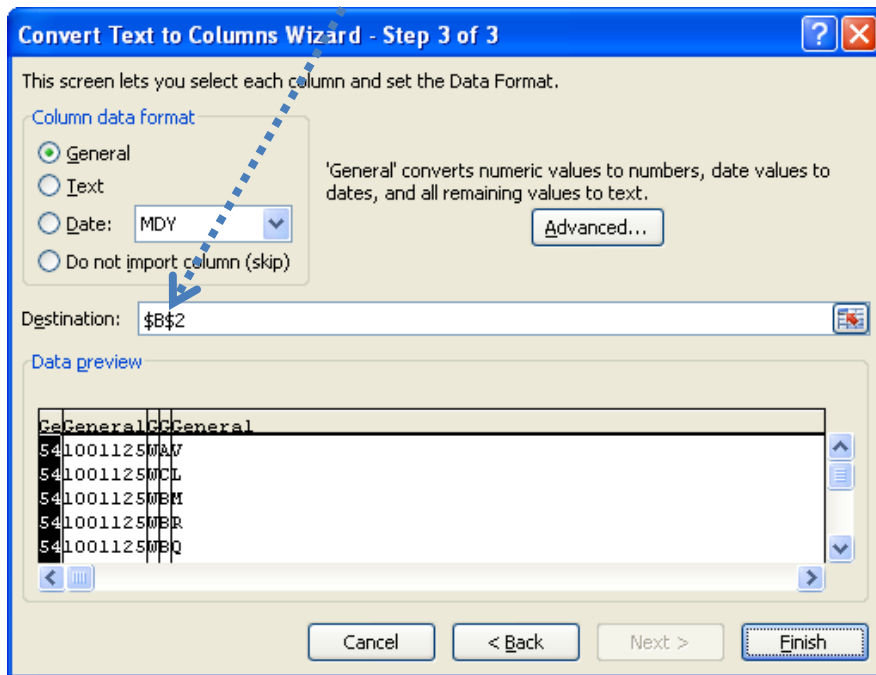
- In the Data Tools group on the **Data Tab**, click the **Text to Columns** button.
- The formula input box, called the “Convert Text to Columns Wizard” will appear.
- Choose data field type (Fixed for example)



- Select breaks in column



- Confirm destination and format



The following is the result produced in your spreadsheet:

The screenshot shows a Microsoft Excel spreadsheet titled "Combine and Separate Sample". The spreadsheet has a header row (row 1) with two columns: "Description" in column A and "Distribution Code" in column B. The data rows (rows 2-26) contain the following information:

	Description	Distribution Code										
2	Grant 113	54 1001125	W	A	V							
3	Grant 121_54 FS012	54 1001125	W	C	L							
4	Grant 121_54	54 1001125	W	B	M							
5	Grant 121_54 FY11	54 1001125	W	B	R							
6	Grant 127_54 FY11	54 1001125	W	B	Q							
7	Lidar Project	54 1001125	W	B	Z							
8	Grant 132_54	54 1001125	W	B	I							
9	Grant 135_54	54 1001125	W	B	T							
10	Grant 328_54	54 1001125	W	Q	G							
11	Grant429	54 1001125	W	P	M							
12	Grant319	54 1001125	W	P	J							
13	Geosciences	54 1001125	S	A	1							
14	Grant108	54 1001125	W	A	R							
15	Grant310	54 1001125	W	P	E							
16	Grant308	54 1001125	W	P	D							
17	Geosciences	54 1001125	C	A	1							
18	Geosciences	54 1001125	B	A	1							
19	Geosciences	54 1001125	A	A	1							
20	Grant436	54 1001125	W	P	P							
21	Grant455	54 1001125	W	P	S							
22	Grant469	54 1001125	W	P	U							
23	Grant 147_54	54 1001125	W	C	G							
24	Grant 150_54	54 1001125	W	C	D							
25	Grant078	54 1001125	W	A	G							
26	Grant104	54 1001125	W	A	N							
27												