



you create, we print, we post

How to merge cells in excel

To correctly arrange your CSV file, the initial, first name and surname will need to be concatenated into one cell. Please see the below step by step guide illustrating how to concatenate your CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy			

Step 1:

In a free cell, for example below M2, type the following formulae:

=CONCATENATE(

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5	
2	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy		=CONCATENATE(
3													CONCATENATE(text1, [text2], ...)		

You will then need to click on the cells you wish to concatenate, for the purposes of this demonstration, the cells concerned is A2, B2 and C2.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5		
2	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy		=CONCATENATE(A2, " ", B2, " ", C2)			

Type the following:

=CONCATENATE(A2,space space ,spaceB2,space space ,spaceC2) click enter

You should then see the recipient s name in full...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy		Mr Mark Smith	

Select the cell that contains the formula, in the right hand bottom corner of the cell there is a small black square. Hover the cursor over this, the cursor should change into a plus sign. Click this and drag the cell down until you reach the end of the data.

This will drag the formulae into each cell, and concatenate all the required data.



UK Mail
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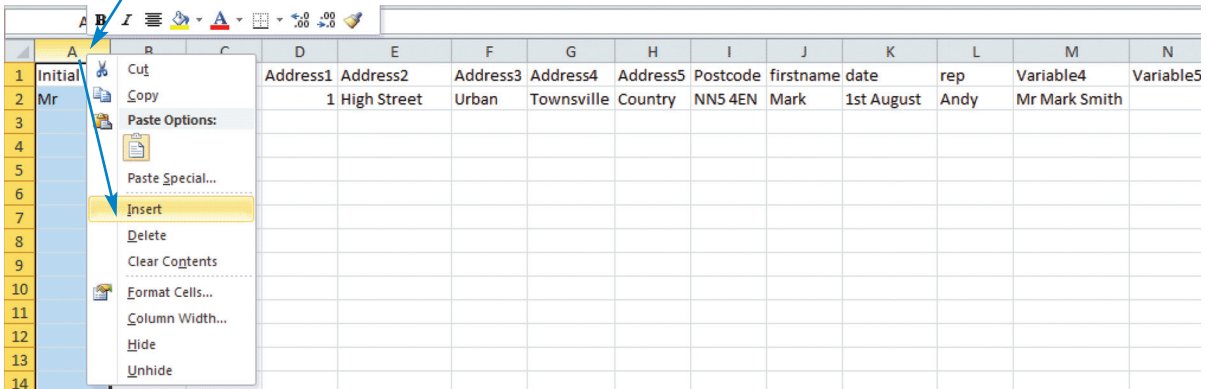
imailenquiries@ukmail.com

www.imail.co.uk

0121 335 1193

Step 2:

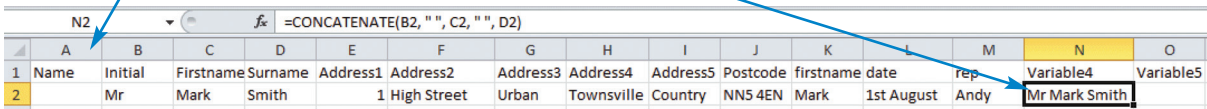
Highlight column A and insert a new column:



The screenshot shows an Excel spreadsheet with column A highlighted in blue. A context menu is open over column A, with the 'Insert' option selected. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Initial			Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2	Mr			1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith		

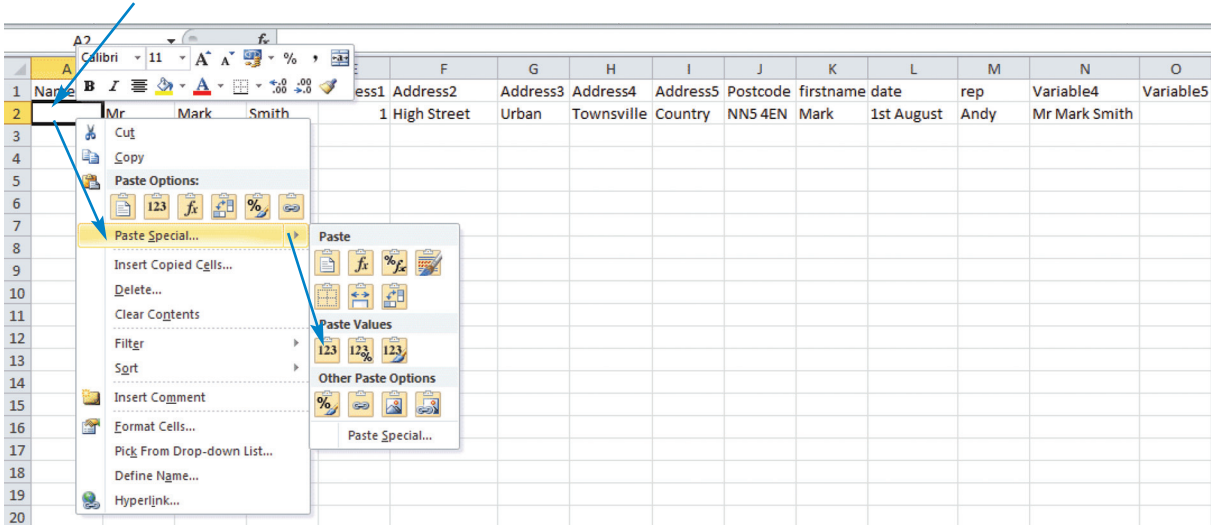
Type in Name in cell A, see below, and copy **ALL** the concatenated entries



The screenshot shows the formula bar for cell N2 containing the formula `=CONCATENATE(B2,"",C2,"",D2)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2		Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith		

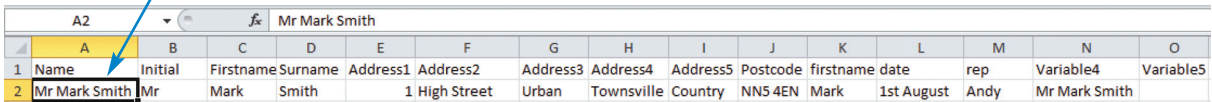
Now Paste Special, values only, under the Name field.



The screenshot shows the 'Paste Special' dialog box open over cell A2. The 'Paste Values' option is selected. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith			

This is how it should appear:

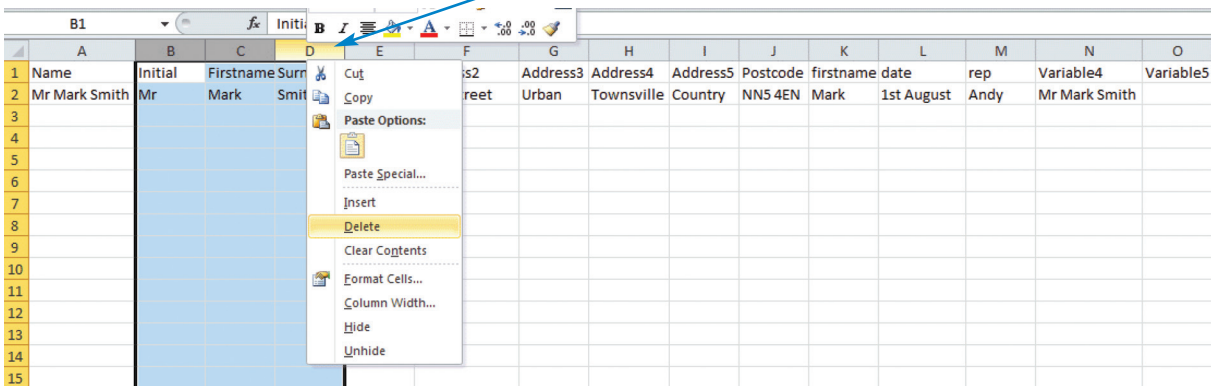


The screenshot shows the final result of the 'Paste Special' operation. The text 'Mr Mark Smith' is now in cell A2. The spreadsheet data is as follows:

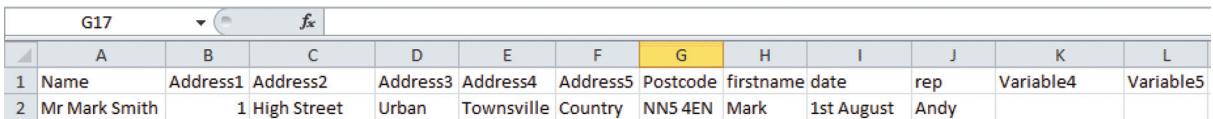
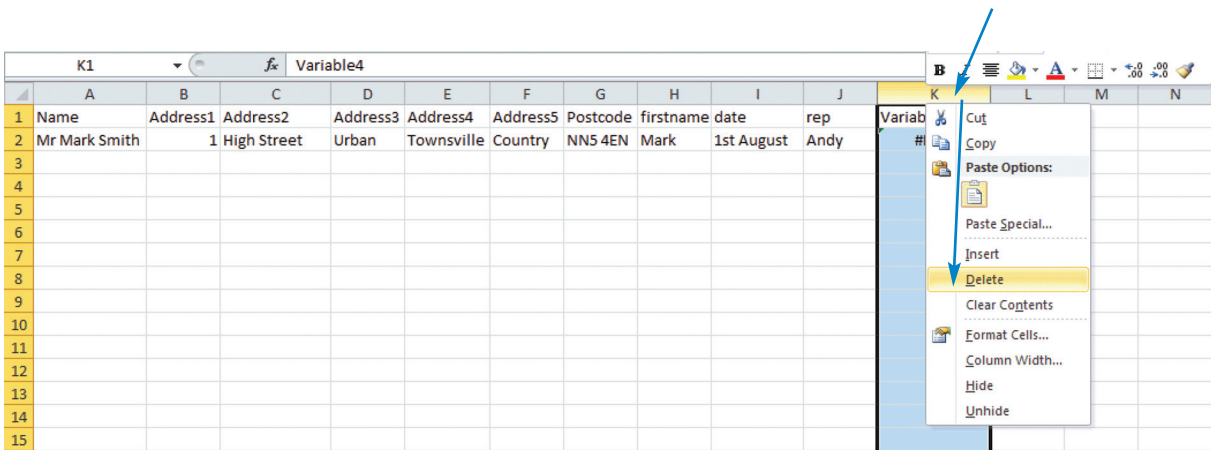
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Initial	Firstname	Surname	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4	Variable5
2	Mr Mark Smith	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith		

Step 3:

Now you will need to highlight the columns you no longer need and delete them.



You will notice that the column with the concatenation formulae will default to #REF! because it will recognise that the data from the deleted cells is missing. All you need to do now is delete the entries from this column.



Your CSV file should now be ready to submit, providing the postcode is in column G and it has been saved as CSV (comma delimited).

