

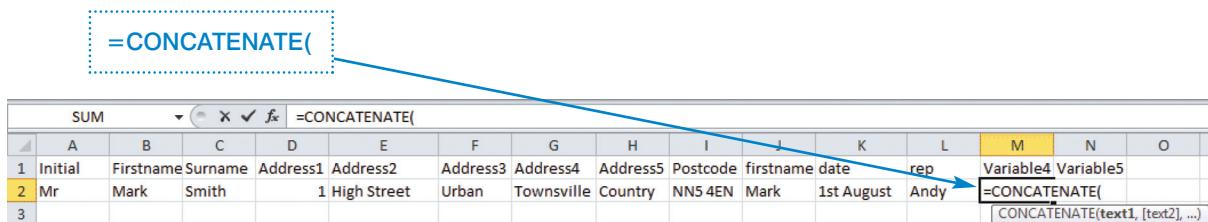
## How to merge cells in excel

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:



The screenshot shows a Microsoft Excel spreadsheet. In cell M2, the formula `=CONCATENATE()` is entered. A blue dashed box highlights the formula. A blue arrow points from the formula in M2 down to the formula bar where `=CONCATENATE(A2, " ", B2, " ", C2)` is also displayed. The spreadsheet contains data in rows 1 and 2, with columns labeled A through N. Row 1 includes columns for Initial, Firstname, Surname, Address1, Address2, Address3, Address4, Address5, Postcode, firstname, date, rep, Variable4, and Variable5. Row 2 contains specific values for Mr. Mark Smith.

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.

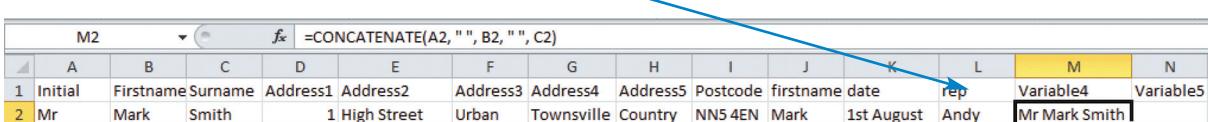


The screenshot shows the same Excel spreadsheet. Now, cells A2, B2, and C2 are selected and highlighted with green outlines. A blue arrow points from these selected cells towards the formula bar, indicating they are being included in the concatenation formula.

Type the following:

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

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



The screenshot shows the result of the concatenation. Cell M2 now displays the full name "Mr Mark Smith". A blue arrow points from the formula bar back to the cell M2, showing the final result.

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.



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## Step 2:

Highlight column A and insert a new column:

A screenshot of Microsoft Excel showing a context menu for column A. The menu includes options like Cut, Copy, Paste Options, Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The 'Insert' option is highlighted with a yellow box and a blue arrow pointing to it.

	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				
3														
4														
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11														
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13														
14														

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

A screenshot of Microsoft Excel showing a formula in cell N2: =CONCATENATE(B2, " ", C2, " ", D2). The result of the formula, 'Mr Mark Smith', is displayed in cell M2. A blue arrow points from the formula in N2 to the result in M2.

	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	Variables
2		Mr	Mark	Smith		1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith	
3															
4															
5															
6															
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14															
15															
16															

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

A screenshot of Microsoft Excel showing a context menu for cell A2. The 'Paste Special...' option is highlighted with a yellow box and a blue arrow pointing to it. In the 'Paste Special...' dialog, the 'Values' option is also highlighted with a yellow box and a blue arrow pointing to it.

	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	Variables
2	Mr	Mark	Smith		1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith		
3															
4															
5															
6															
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16															

This is how it should appear:

A screenshot of Microsoft Excel showing the final state of the spreadsheet. Cell A2 now contains the concatenated value 'Mr Mark Smith'. The rest of the data remains the same as in the previous step.

	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	Variables
2	Mr Mark Smith	Mr	Mark	Smith	1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy	Mr Mark Smith		
3															
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5															
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### Step 3:

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

B1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	Name	Initial	Firstname	Surname			s2	Address3	Address4	Address5	Postcode	firstname	date			
1	Mr Mark Smith	Mr	Mark	Smith			reet	Urban	Townsville	Country	NN5 4EN	Mark	1st August	rep	Variable4	Variable5
2																
3																
4																
5																
6																
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15																

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.

K1	f1	Variable4											
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Address1	Address2	Address3	Address4	Address5	Postcode	firstname	date	rep	Variable4		
2	Mr Mark Smith		1 High Street	Urban	Townsville	Country	NN5 4EN	Mark	1st August	Andy			
3													
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G17	f1											
A	B	C	D	E	F	G	H	I	J	K	L	
1	Name	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		

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).

Save As

File type: CSV (Comma delimited)

File name: OpenDocument Spreadsheet

Save as type: Excel Workbook

Authors: LauraEdgington

Tools Save Cancel



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