

Video Title: Microsoft Excel Concatenate Function Tutorial

Target Audience: Employees that use Excel to organize data

Learning Objectives:

Learners will be able to successfully use the concatenate function in Microsoft Excel or Google Sheets. This means they will be able to take data from two columns and put it into one column.

Outline:

- Introduction
- Open Excel file
- Concatenate function
 - How to type in a formula
 - How to add the data points
 - How to add the data points with special text in between
 - How to Click and drag so the formula populates in other cells
 - How to clean up the data so it is text only

Color Palette: Neutral Computer Background, and MS Excel. Initial Callout should contrast the blank computer screen.

Seat Time: 4 minutes

Directions for Reviewer(s): Comments for the Storyboard can be added to this Google Doc within the table or in the comment section of the application. Feedback for the video will take place via email.

Global Comments:

- This is built on Camtasia
- Primary animated/programmed elements are:
 - Highlighting cells that are being discussed
 - All highlights should fade in and fade out
 - All highlights should be timed with the VO. Once a new area is being talked about in the VO, the highlight can fade out.
 - Panning in to get a closer view of the Excel cells
 - Arrows fading in and out to show click and drag action in Excel

1. [Title]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<p>Start: Neutral Computer Screen background</p> <p>Title Callout: Microsoft Excel Concatenate Function Tutorial pops up on the bottom 1/3 of the screen. The color should contrast the computer screen background.</p> <p>Video demonstration of separate columns then text being together.</p> <p>The next visual is opening the Excel program, clicking the open button, and then clicking on the appropriate file.</p> <p>The rest of the visual will be the Microsoft Excel file that is being used. There should be 5 first names in Column A, and 5 last names in Column B. It does not matter what the names are, except for A1 and B1 which should be Suzie Smith.</p>	<p>Hello, and welcome to this tutorial. Today, I am going to show you how to use the concatenate function in Microsoft Excel. This is a function that can be very useful to you if you have a lot of data that is separated out.</p> <p>For example, if you have a set of first names in one column, and a set of last names and a second column, this function will help you put those together.</p> <p>The first thing you will want to do is to open Microsoft Excel on your computer. Go to file, open and then click on the project that you want to use this formula with.</p> <p>Just a quick note, you can do this same formula in the same way using Google sheets.</p> <p>For demonstration purposes, the names that you see on the screen were previously typed in to show you how this formula works.</p> <p>There are a few different ways to use this formula, and I'm going to show you one of those ways now. The first</p>	<p>Title Callout: Microsoft Excel Concatenate Function Tutorial pops up on the bottom 1/3 of the screen. The callout should transition in and out using Action Wipe</p> <p>There is a brief video done at 2x speed that will be timed with the VO to show the columns separated, and then together.</p> <p>As this VO is going on, Zoom and pan to the upper left hand quadrant to focus on the 5 names and the formula bar.</p>	

<p>Click on C1</p> <p>Type: =concatenate</p> <p>Double-click on the autofill pop-up.</p> <p>Click on A1, type a comma, Click on B1, Type the closed parentheses) to close the formula.</p> <p>Hit Enter.</p> <p>Click on Cell C1 and either hit backspace or delete.</p>	<p>thing you will want to do is to click on the empty cell next to the first name that you have listed. In this instance I am going to click on C1. From there, type an equal sign into the cell, and then the word concatenate. It will start to autofill as you type in the name of the function so you can click on that name if you don't feel like you can type it all the way in. If you do see it pop up, be sure to double click so it fills the formula into the cell. You will also see an open parentheses sign come up with it and just below the text, you will be shown some basic directions on how to correctly fill in the formula.</p> <p>So let's say that we want to have the new cell display the first name, a space and then the last name. We can click on the first cell that has a first name so A1 in this instance, followed by a comma, and then click on the cell B1 for the last name and finally close the parentheses. When you hit enter, you will see the first name and last name populate in cell C1; however you notice that there is no space in between those names.</p> <p>There is one other piece that we need to add in the middle to make sure that the name is being rendered correctly. We are going to delete the formula from cell C1, and then</p>	<p>Highlight C1.</p> <p>Highlight A1</p> <p>Highlight B1</p> <p>Highlight C1</p> <p>Highlight C1</p>	
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<p>Re-type =concatenate, then double click on the pop-up.</p> <p>Click on A1, then type a comma</p> <p>Type a quote mark ("), followed by a space, and then another quote mark (") and finally a comma.</p> <p>Click on B1, then put a closed parentheses) symbol at the end.</p> <p>NOTE: The entire formula should look like the following: =CONCATENATE(A1, " ",B1)</p> <p>Click on C1. Hover the cursor over the bottom right corner of C1 to produce the thin + sign. Click and drag until you reach C5.</p> <p>Highlight C1 to C5, hit Control C,</p>	<p>we are going to try again by typing an equal sign followed by the word concatenate. We're going to click on cell A1 again to add the first data point, type a comma in, and now instead of clicking on the next cell, we are going to add a quotation mark, space bar, and end quotation mark and another comma. Basically, we are telling the formula that the second text string needs to be a space. After we put the space information in, we can click on the B1 cell and then close the parentheses. And now you have Susie Smith written correctly.</p> <p>If you want to fill in your other names quickly, you can select the cell that has the finished formula. Go to the lower right hand corner of the cell where you see the larger plus sign change to a smaller plus sign. Click there and drag all the way down for the number of names you have and all of the cells should populate.</p> <p>There's one last step that you will want to do to have a clean list of names, because right now this column is all formulas. We want the information to be text only. So our last step is to copy all of the names in the formulas; I am going to highlight all of the names in the newly filled in cells, and then type control C. which is the keyboard copy</p>	<p>Highlight A1</p> <p>Highlight the text that is being typed in.</p> <p>Highlight B1</p> <p>Draw an arrow pointing to the lower right hand corner of the cell.</p> <p>Fade a larger arrow facing down with the words Click and Drag written inside of it.</p> <p>Highlight C1 to C5</p> <p>Add the Ctrl + C annotation</p>	
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<p>Right click on D1.</p> <p>Click on Paste Special</p> <p>Click on Values and then hit enter or click Ok.</p> <p>Click on any of the newly populated cells and highlight the names in the formula bar to show that it is just a name and not a function anymore.</p>	<p>function, and finally right click on the next available empty cell over to the right. For this, I'm using D1. Now instead of just pasting it like normal, I am going to click on paste special and then click on paste the values only. Now, both columns should look the same on the screen, but if you click on the individual cell, you can see up top here that it is just the name.</p> <p>There you have it. We took information from two columns and added it to a single column using the concatenate function. I hope you find this tool useful in your exploration of Microsoft Excel and Google sheets. Thank you.</p>	<p>Highlight Paste Special</p> <p>Highlight Values</p> <p>Pan out to full screen</p>	
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