

- To switch between viewing the results and viewing the formulas that return the results, press CTRL+` (grave accent), or on the **Tools** menu, point to **Formula Auditing**, and then click **Formula Auditing Mode**.

|   | A                 | B                |
|---|-------------------|------------------|
| 1 | <b>First Name</b> | <b>Last Name</b> |
| 2 | Nancy             | Davolio          |
| 3 | Andrew            | Fuller           |

  

|  | Formula                 | Description (Result)  |
|--|-------------------------|---|
|  | =A2&" "&B2              | Combines the names above, separated by a space (Nancy Davolio)  |
|  | =B3&", "&A3             | Combines the names above, separated by a comma (Fuller, Andrew) |
|  | =CONCATENATE(A2," ",B2) | Combines the names above, separated by a space (Nancy Davolio)  |

**Note** The formula inserts a space between the first and last names by using a space enclosed within quotation marks. Use quotation marks to include any literal text — text that does not change — in the result.

### Split the contents of cells across multiple cells

You cannot split a cell or range (range: Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.) of cells that were not previously merged. You can, however, divide the contents of unmerged cells and display them across other cells.

- Select the cell, the range of cells, or the entire column that contains the text values that you want to divide across other cells. A range can be any number of rows tall, but no more than one column wide.

**Important** Unless there are one or more blank columns to the right of the selected column, the data to the right of the selected column will be overwritten.

- On the **Data** menu, click **Text to Columns**.
- Follow the instructions in the Convert Text to Columns Wizard to specify how you want to divide the text into columns.

**Note** For help with completing all the steps of the wizard, click **Help**  in the Convert to Text Columns Wizard.

Ref: <http://office.microsoft.com/en-us/assistance/HP052510211033.aspx#backtotop#backtotop>