In Excel you can combine two columns of text into a single one using the "concatenate" function. This can be especially useful, for example, if you have two separate columns for first and last name and want to combine them.

To combine text columns:

1. Insert a new column next to the columns you would like to combine.

2. In the first cell of the column you added, enter the CONCATENATE formula:

= CONCATENATE (cell1, cell2)

Note: if you would like to place a space between the text, enter this formula:

= CONCATENATE (cell1," ",cell2)

3. Hit enter, and your columns will be combined. Highlight the cell and drag it down the column to concatenate all remaining entries.

For a screencast of this tip go to: http://screencast.com/t/QoKbxwdC4f2u