

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions/Topics:

**How to rearrange the order of names in an Excel Spreadsheet.**

# Solutions:

**I found a handy dandy little tool in Excel and would like to share it with you. (If you already know this trick…pretend I have enlightened you, lol) If you are working on an Excel spreadsheet and the data you want to import, copy/paste, etc., is in reverse order, use this quick and easy tip. I have included the link below to the Microsoft help page to avoid one of my long and drawn out explanation. This tip is a real time saver!!! As always, please let me know if you have any questions. (See note below)**

[**https://support.office.com/en-us/article/Combine-text-from-two-or-more-cells-into-one-cell-81ba0946-ce78-42ed-b3c3-21340eb164a6**](https://support.office.com/en-us/article/Combine-text-from-two-or-more-cells-into-one-cell-81ba0946-ce78-42ed-b3c3-21340eb164a6)



## **Additional Comments**:

**Note: Just remember to create that extra column (I used “Full Name” because I was working with names) before you start the conversion. Once you type in that first change the computer SHOULD recognize your pattern and pick up on it for the other cells. Once you are done with the extra column you have created, you can copy and paste the info into a single cell and delete the extra column if you do not want it to show up in the spreadsheet.**