



March 8, 2012

Volume 17

**Word - Combining  
Text Cells**

**Web Site Basics**

**You Have  
To Laugh**

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## Excel - Combining Text Fields

In [volume 4](#) we discussed breaking data into cells, today we will discuss the opposite – combining cells to make data. Using a simple formula you can combine text, such as First and Last Name.

Let's say you have a mailing list - column A contains the first name and column B contains the last name.

- Choose an empty cell (or column) where you'd like the combined text to reside.
- To ensure that cells are set to accept text – highlight the cells (or column) and go to Format, Cells and in the Number tab, be sure that Text is chosen under Category.
- In the empty cell write the following: **=A1&" "&B1** what this says is take the text in cell A1 add (&) a space (" ") and then add (&) the text from cell B1.
- You can expand this to include more columns. So let's say you have a third column for a suffix (like Jr, Sr, etc) and you want a comma and space before the suffix. Your formula would look like this: **=A1&" "&B1&" ", "&C1**

Once you have set this up for one cell you can copy the formula for the rest of the rows that contain your mailing list.

If you have questions or need help with an Excel project contact us at [info@aapk.com](mailto:info@aapk.com) today.

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## Web Site Basics

We get a lot of questions from people that want a web site for their business but just don't understand what components are needed and how to get started. If you would like to know more about the process click [here](#).

There are four major components to getting on the web:

**Domain Name** – this is your web address (URL). These can be registered through a variety of companies. The cost for a domain name is billed annually.

**Web Hosting** – this is a company that you pay monthly to host your web site (such as GoDaddy.com, Netnation.com, etc). In other words, when someone types in your domain name this is the place computer that holds all your web site information and delivers it to the viewer.

**Web Designer** – The person/group that creates your web site. There are a lot of people who claim to be web designers but don't be fooled! A good web designer has multiple talents – programming, design aesthetic, understanding of your market, knowing how to talk to your clients. Always check the designers' site and their client sites and ask for references of current clients. If you don't like what you are seeing or hearing, then go to someone else.

I recently was shown a site that was built by a web firm for a small local electrical contractor. I was embarrassed for the contractor – he paid for a site that has no personality, doesn't have a local vibe to it (the header picture shows a city skyline) and

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was basically built from a restaurant's web site template! It was a disgrace to the web profession!

**Maintenance** – there are two ways to maintain a web site after it's built – do it yourself or have your web designer maintain it. Sites can be created that allow the client to tweak their own content – this is done through a content management system (but you will pay more up front for this type of system). If you have your web designer maintain it, you may run into slight delays in getting things fixed and you will be billed for the time they spent on maintenance.

At AAPK we have all the skills required to guide you through the process and create a site that works for your business. Contact us today to talk about your web project at [info@aapk.com](mailto:info@aapk.com)

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## You Have To Laugh

Video: Dog determined to get up slide - <http://www.break.com/index/dog-determined-to-get-up-slide.html>

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