

Computerised Accounting Practical

Model # 009

Project No:

Title : **Concatenate**

Question

- a) The table given below shows the First name, Middle Name and Last name of some employees. Show their Full Name in the next column using Concatenate Function.

First Name	Middle Name	Last Name
Mohan	Kumar	Mishra
Mohammed	Abdul	Latheef
Savithry	Ratheesh	Menon
James	Joseph	Ullatt
Hisham	Abdul	Rahman

- b) Below is given the name and other personal particulars of a student. Combine and show the details in an address format below this table using concatenate function

Name	House Name	Post	PIN
Mathew Joseph	Santhi Bhavan	Tirur	676101

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in different cells as follows

Cell	Value
A1	First Name
B1	Middle Name
C1	Last Name
D1	Full Name

Step-3 : Enter the first name, middle name and last name of all employees in the range A2:C6

Step-4 : Enter the following formula in the D2, to show the full name of first employee with necessary spaces

=CONCATENATE(A2," ",B2," ",C2)

Step-5 : Then select the cell D2 and copy down the formula upto the row of last employee.

Step-6 : Enter the table heading of question (b) as given in the table below

Cell	Value
A8	Name
B8	House Name
C8	Post
D8	PIN

Step-7 : Fill in the details of the student in respective cells in the range A9:D9

Step-8 : Select the range A11:D11, right click on the selection and click on the item 'Merge Cells' (or click on merge and centre cells button) to merge these cells to have complete visibility of full address

Step-9 : Enter the following formula to get the table details as address format

=CONCATENATE(A9," ",B9," ",C9," ",D9)

Output

Question-(a)

	A	B	C	D
1	First Name	Middle Name	Last Name	Full Name
2	Mohan	Kumar	Mishra	Mohan Kumar Mishra
3	Mohammed	Abdul	Latheef	Mohammed Abdul Latheef
4	Savithry	Ratheesh	Menon	Savithry Ratheesh Menon
5	James	Joseph	Ullatt	James Joseph Ullatt
6	Hisham	Abdul	Rahman	Hisham Abdul Rahman

Question-(b)

8	Name	House Name	Post	PIN
9	Mathew Joseph	Santhi Bhavan	Tirur	676101
10				
11	Mathew Joseph, Santhi Bhavan, Tirur, 676101			