**Excel Formula Cheat Sheet**

**Merge First/Last Names**

* =A2& “ “&B2”

**Change uppercase to lowercase**

* =PROPER(A2)

**Change lowercase to uppercase**

* =UPPER(A2)

**Populate Emails**

* =CONCATENATE(A2,,B2,"@",C2,".com")
* =CONCATENATE(A5,".",B5,"@",C5,".com")

Merge and Match Contact and Company Info

* =VLOOKUP (Full video included)