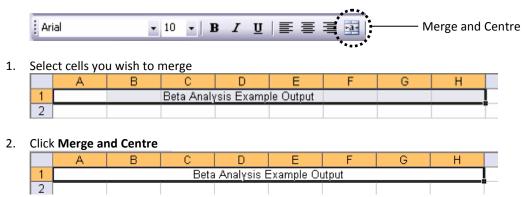
Merging and unmerging cells

Microsoft Excel 2003

Merge & centre

Merging cells is often used for headings or titles. The quick way to merge two or more cells and centre the text is to use the **Merge and Centre** button on the formatting toolbar.



Un-merge & centre

Merge and Centre is a toggle button so clicking once again will unmerge cells.