

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.



1. Select cells you wish to merge

	A	B	C	D	E	F	G	H
1	Beta Analysis Example Output							
2								

2. Click **Merge and Centre**

	A	B	C	D	E	F	G	H
1	Beta Analysis Example Output							
2								

Un-merge & centre

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