

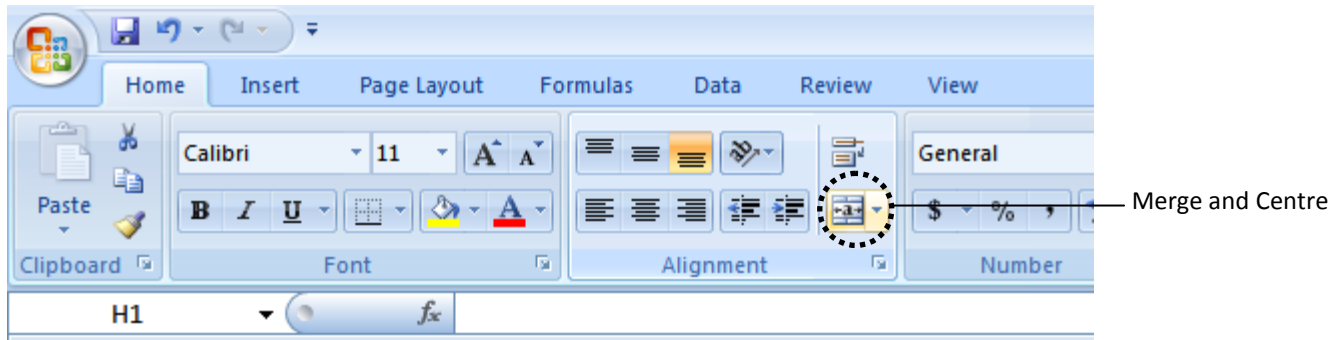


Merging and unmerging cells

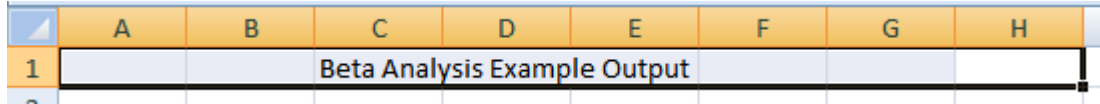
Microsoft Excel 2007

Merge & centre

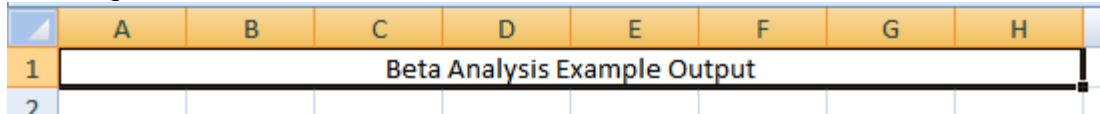
Merging cells is often used for headings or titles. The quick way to merge two or more cells and centre the text is to use the **Merge and Centre** button on the formatting toolbar.



1. Select cells you wish to merge



2. Click **Merge and Centre**



Un-merge & centre

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