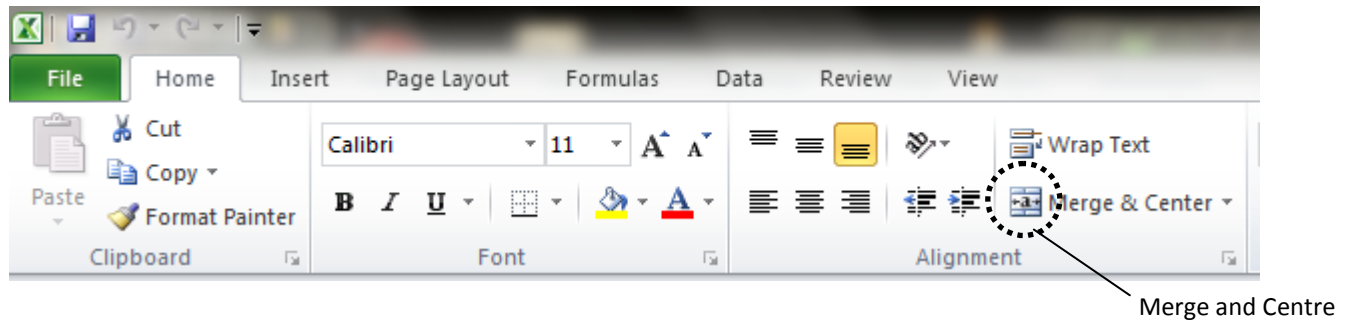# Merge and un-merge centre cells

Microsoft Excel

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.

Merge and Centre

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.