

## DO YOU KNOW?

### How to Merge Cells in MS-Excel

When you merge two or more adjacent horizontal or vertical cells, the cells become one larger cell that is displayed across multiple columns or rows. This is a great way to create a label that spans several columns.

- 1) Open Microsoft excel sheet with your existing data.
- 2) Select the cells you want to merge.
- 3) Click Home > Merge & Center.



	Annual Sales 2017			
	January	February	March	April
Cakes	1897	2056	4546	3456
Biscuits	5679	5653	5489	4356
Chocolates	4567	4738	2357	2934
Pastries	4432	3809	4756	2345

- 4) If you want to unmerge cell, Select the merged cells and click Merge and Center to split merged cells.

THANK YOU