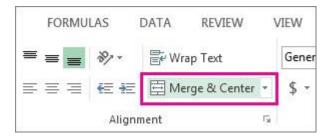


## DO YOU KNOW?

## **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**