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Insert a New Line in an Excel Cell

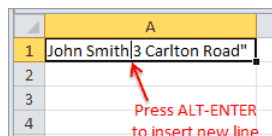
Enter a New Line

If you want to insert a new line (line break) when typing into an Excel cell, the simplest way is to:

1. Position the cursor in the cell, at the point where you want the new line to be inserted.
2. Press the keyboard shortcut:

Alt + **Enter**

I.e. press the **Alt** key and while holding this down, press the **Enter** (or **Return**) key.



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Use Formulas to Insert a New Line

When working with Excel formulas you can insert a new line into an Excel cell using the Excel [Char](#) function. The line break character is represented by character number 10. Therefore, a new line can be inserted into a cell using the function:

CHAR(10)

The example below uses the & operator and the Char function to insert a line break between two text strings:

Formula:

	A
1	= "John Smith" & CHAR(10) & "3 Carlton Road"

Result:

	A
	John Smith
1	3 Carlton Road

Formatting Cells to Display a New Line

For a new line to be displayed in an Excel cell, the **Wrap Text** option must be enabled. In recent versions of Excel (2007 and later), this can be controlled by the **Wrap Text** button, which is located in the 'Alignment' group of the **Home** tab of the Excel ribbon (see below).

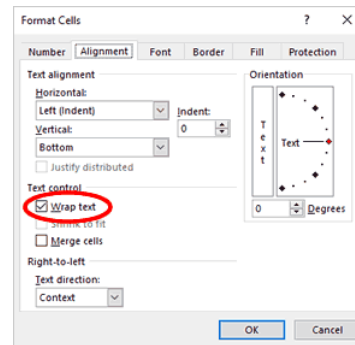


The **Wrap Text** option can also be controlled from within the **Format Cells** dialog box. Therefore, if you have an older versions of Excel, which does not have the shortcut button, you can wrap text as follows:

- Select the cell(s) that you want to wrap text in;
- Open the 'Format Cells' dialog box.
(The easiest way to do this is to use the keyboard shortcut **Ctrl** + **1** - i.e. press the Ctrl key and while holding this down press 1).
- Select the **Alignment** tab in the 'Format Cells' dialog box.

- Check the box next to the **Wrap text** option and click **OK**.

For more information on the Wrap Text option, see the [Wrap-Text-In-Excel](#) page.



Wrap Text Check Box in 'Format Cells' Dialog Box:



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