MOS University

2.2.1 to 2.2.4 Merge, Align, Indent and Wrap Data

Now that you've completed this lecture, you should be able to merge, align, indent and wrap data within your worksheets.

Try the techniques on your own using the following steps

1. Open the workbook named 221234 provided as a resource with this TIY. Unmerge the information in cell A1 of the Marketing Plan Budget worksheet.

2. Merge and centre the cells from A1 to G1.

3. Select cells A4 to A10 and align the contents to the right.

4. In the Profit Forecast worksheet, top align the contents of cell A1.

5. Wrap the text in cell A6 of the Profit Forecast worksheet.

6. Align the text in cell A3 of the Marketing Plan Budget worksheet to 15 Degrees exactly.