

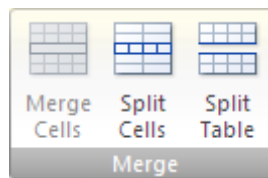
Microsoft Word - Merging and Splitting Cells



Merging and Splitting Cells

At times cells will need to be split or merged,

This can be done by using the Merge group on the Layout Ribbon.



Merge cells

1. Select cells to be merged
2. Click on the Merge button

If there is text in the different cells, then they will appear in the merged cell separated as different paragraphs

Split cells

1. Select the cells to be split
2. Enter number of columns and rows necessary
3. Click OK

