



Module 11 : Merge

11.1 Merge

Because Excel is composed of a series of cells to make tables, sometimes, you want to merge cells to make one large cell, and make it appear like the cells below it have been split.

It is important to note that cells cannot be split, but you can use the merge function to make it appear like cells above and below, or to the left and right of the merged cells have been split.

When you merge cells, the cells become larger, and are displayed across multiple row or columns.

To merge cells, select two or more adjacent cells you want to merge. One of the cells can have text, but if it does, the others cannot have text.

After you have selected the adjacent cells you want to merge, find the Alignment group in the Home tab and click Merge & Centre. This will automatically merge your cells.

If you want to unmerge cells after merging them, the Merge button in the Alignment group of the Home tab will now have an Unmerge Cells option, which will bring them back to normal size.

11.2 Video Instruction

How to Merge in Excel - 2m13s

11.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise merging in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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