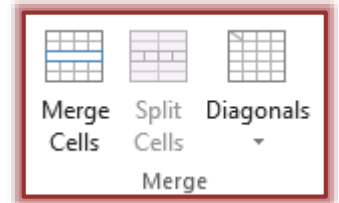


Use Special Cell Formats

Merge Cells

The Merge Cells command removes the column dividers between the cells and merges the cells into one continuous cell. To merge cells in a table, follow these steps:

- ✦ Drag to select the cells that are to be merged.
- ✦ Click the **Table Tools Layout Tab**.
- ✦ In the **Merge Group**, click the **Merge Cells** button (see illustration at right).
- ✦ The cells will be merged into one cell.



Insert a Diagonal Line in a Cell

A cell can be divided diagonally; making the cell in effect two different cells that can contain different information. To divide a cell diagonally, follow these steps:

- ✦ Drag to select a cell or cells in the table to split diagonally.
- ✦ Click the **Table Tools Layout Tab**.
- ✦ In the **Merge Group**, click the **Diagonals** button (see illustration below).
- ✦ Select from one of the options as shown in the illustration below.
- ✦ A diagonal line will divide the cell.

