

ADJUST TABLE CELLS-MERGE AND SPLIT CELLS AND TABLES

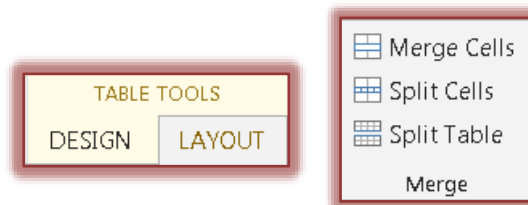
Many times there is more to modifying a table than adjusting the row height or column width and adding or deleting rows or columns. Many times the text that is to be entered spans across more than one column or it is necessary for the title to spread across all the rows. A function known as Merge (combine) Cells is used to accomplish this. The Split (divide) Cells feature can be used to divide a cell so that subtopics can be added. It is also possible to divide a table into more than one table. When a table is split, a different format may be applied to each table.

With Word, it is possible to combine two or more cells into one cell or to split one cell into more than one. It is also possible to divide a single table into two or more tables. This document describes how to accomplish this.

MERGE CELLS

This feature is used to combine two or more cells into one cell so that a heading can be inserted above a group of columns.

- ✦ Select the cells that are to be combined.
- ✦ The **Table Tools Contextual Tab** will appear at the top of the ribbon (see illustration below left).
- ✦ Click the **Layout Tab**.



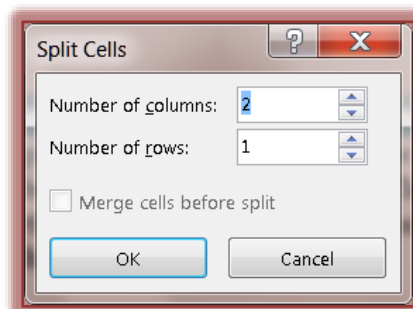
- ✦ In the **Merge Group** click the **Merge Cells Button** (see illustration above right).
- ✦ The selected cells will become one cell, instead of separate cells.

NOTE: It is also possible to right-click after selecting the cells and then click Merge Cells to merge two or more cells.

SPLIT CELLS

If a cell needs to be split into more than one cell, this feature can be very helpful.

- ✦ Click the cell to be split (divided).
- ✦ The **Table Tools Contextual Tab** will appear at the top of the ribbon.
- ✦ Click the **Layout Tab**.
- ✦ In the **Merge Group** click the **Split Cells Button** (see illustration above right).
- ✦ The **Split Cells** dialog box will display (see illustration on next page).



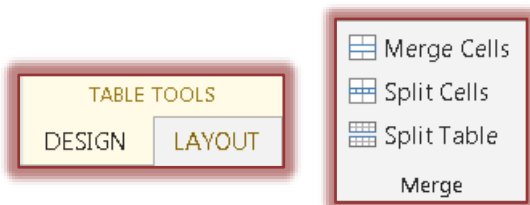
- ✦ Select the number of columns or rows in which the cell is to be divided.
- ✦ Click the **OK** button.
- ✦ The selected cell will be divided into the specified number of cells.

NOTE: It is also possible to right-click in a cell and then select Split Cells to divide the cells.

SPLIT/MERGE TABLES

To divide a table into two or more tables, use this feature.

- ✦ Click in the row that is to be used as the top row in the second table.
- ✦ The **Table Tools Contextual Tab** will appear at the top of the ribbon (see illustration below left).
- ✦ Click the **Layout Tab**.



- ✦ In the **Merge Group** click the **Split Table Button** (see illustration above right).
- ✦ The one table will become two tables with the insertion point in the first cell of the new table.
- ✦ To merge two tables into one, delete the paragraph mark between the tables.