Adjust Table Cells—Merge and Split Cells and Tables

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.
- Click the **Layout Tab**.
- In the **Merge Group** click the **Merge Cells Button**.
- 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**.
- The **Split Cells** dialog box will display.

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.
- Click the **Layout Tab**.
- In the **Merge Group** click the **Split Table Button**.
- 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.