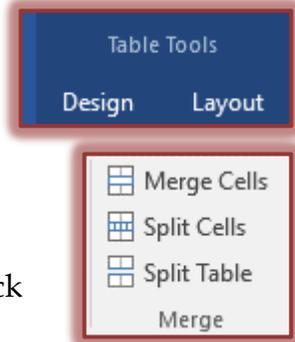


## ADJUST TABLE CELLS-MERGE AND SPLIT CELLS AND TABLES

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.

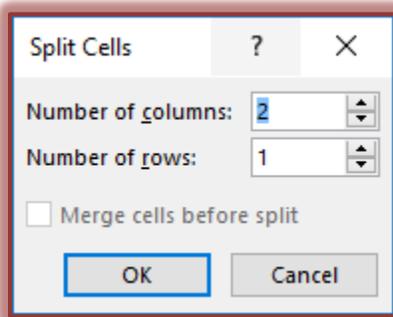


**NOTE:** It is also possible to right-click after selecting the cells and then click Merge Cells to merge two or more cells.

### 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.

