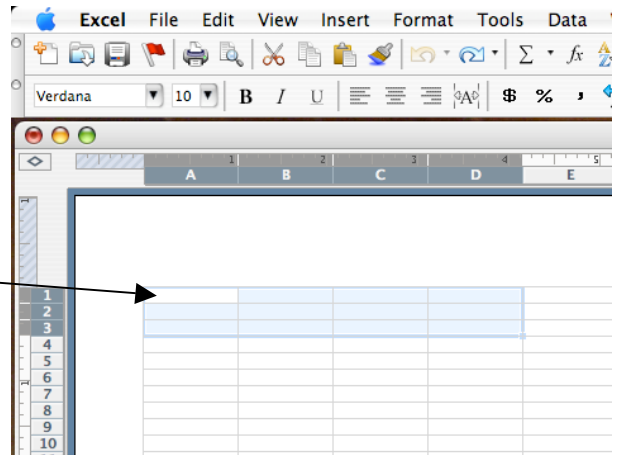
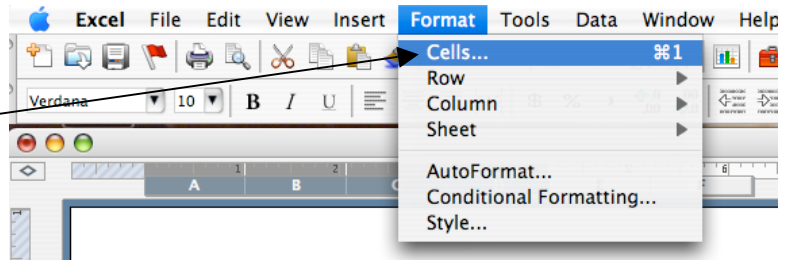


EXCEL Merging Cells

1. Highlight the cells (or boxes) you wish to be joined (merged) by clicking and dragging across them. Cells should look like this.



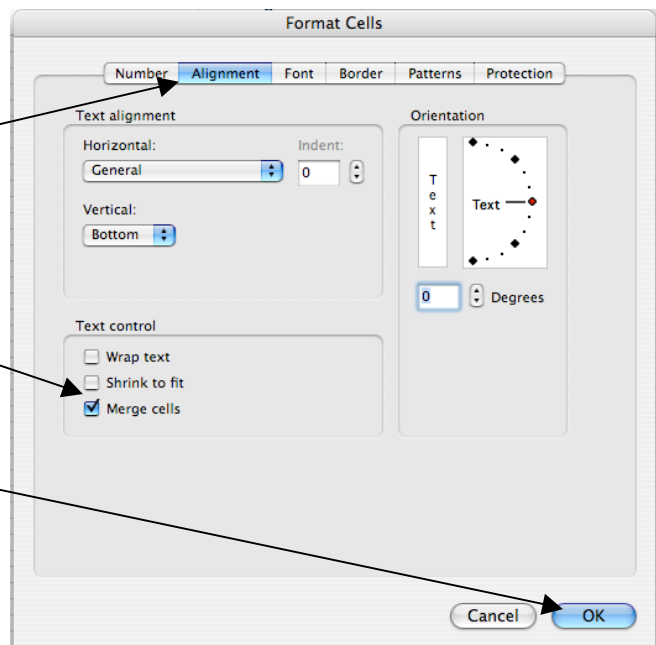
2. Click on Format in the toolbar and scroll down to Cells



3. Click on Alignment

4. Click on Merge Cells

5. Click OK



OR***

After Step #1 click here in the toolbar.

