

Merging and Splitting Table Cells

When working with tables, you may occasionally want to merge two or more cells, or split one cell into multiple cells. Word makes this easy.

Merging Cells

HINTS:

To avoid having to redo your table headings, use the merge and split features as the final step in formatting your table.

If there is text in more than one of the cells being merged, the text from each cell will be separated by paragraphs in the resulting cell.

Merging Cells: Quick Menu Option

1. Select the cells you want to merge

2. Right click within the selected cells » select **Merge Cells**
The selected cells are merged.

Merging Cells: Ribbon Option

1. Select the cells you want to merge
2. From the *Ribbon*, select the **Layout** command tab



3. In the *Merge* group, click **MERGE CELLS**
The selected cells are merged.

Splitting Cells

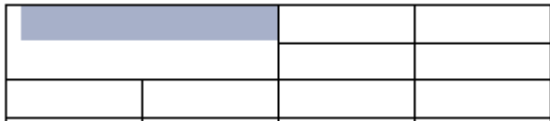
Splitting Cells: Quick Menu Option

HINTS:

Word will attempt to evenly divide any text in the cell you are splitting based on the number of paragraphs.

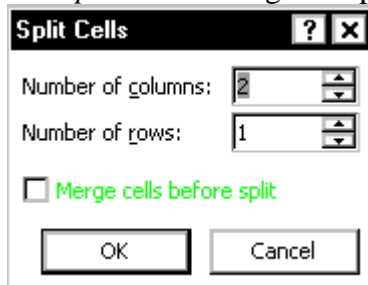
You can only split one cell at a time using the *Quick Menu* option.

1. Select the cell you want to split



2. Right click within the selected cell » select *Split Cells...*

The *Split Cells* dialog box appears.



Split Cells ? X

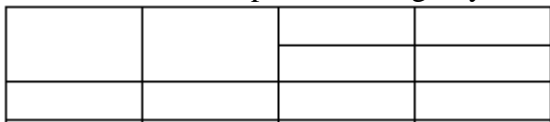
Number of columns: 2

Number of rows: 1

Merge cells before split

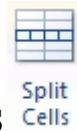
OK Cancel

3. In the *Number of columns* and/or *Number of rows* boxes, type or use the nudge buttons to select the desired number of rows and/or columns
4. Click **OK**
the selected cell is split according to your settings.

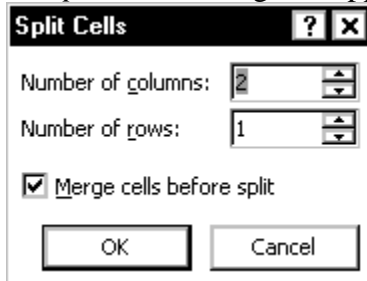


Splitting Cells: Ribbon Option

1. Select the cell(s) you want to split
NOTE: Unlike the Quick Menu option, using the *Ribbon* option allows you to split multiple cells at once.
2. From the *Ribbon*, select the **Layout** command tab



3. In the *Merge* group, click **SPLIT CELLS** the *Split Cells* dialog box appears.



4. In the *Number of columns* and/or *Number of rows* boxes, type or use the nudge buttons to select the desired number of rows and/or columns
5. OPTIONAL: If you are splitting multiple cells, to keep cell information that is in consecutive cells on the first selected row of new cells, select *Merge cells before split*

Text	text
Text	text

After

Text	text	Text	text

OR

To keep the information in individual cells in their original cells after splitting (rather than keeping the information in consecutive cells on the first selected row), deselect *Merge cells before split*

Before

Text	text
Text	text

After

Text		text	
Text		text	

6. Click **OK** the selected cell is split according to your settings.