

Name: _____

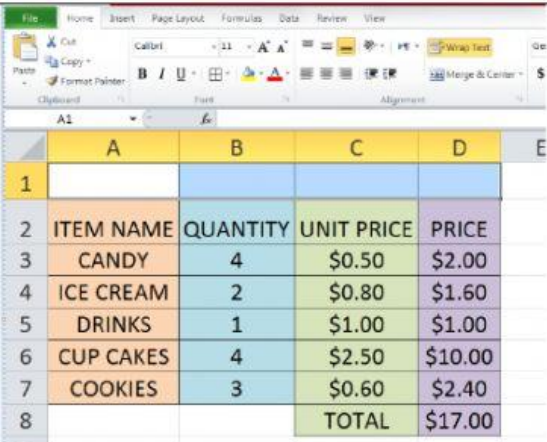
Date: _____

TOPIC: MERGING CELLS

A. Fill in the blanks by dragging the answer from the word bank provided

drag	merged	merge	Merging	cells
Merge & Center	Click	Home	Merge cell	move

_____ is a process when cells in spreadsheet joined together.



	A	B	C	D	E
1					
2	ITEM NAME	QUANTITY	UNIT PRICE	PRICE	
3	CANDY	4	\$0.50	\$2.00	
4	ICE CREAM	2	\$0.80	\$1.60	
5	DRINKS	1	\$1.00	\$1.00	
6	CUP CAKES	4	\$2.50	\$10.00	
7	COOKIES	3	\$0.60	\$2.40	
8			TOTAL	\$17.00	

STEP 1

_____ and _____ to


select the _____ you want

STEP 2

Click the _____ tool in

the _____ menu and

choose _____



	A	B	C	D	E
1	CASH RECEIPT				
2	ITEM NAME	QUANTITY	UNIT PRICE	PRICE	
3	CANDY	4	\$0.50	\$2.00	
4	ICE CREAM	2	\$0.80	\$1.60	
5	DRINKS	1	\$1.00	\$1.00	
6	CUP CAKES	4	\$2.50	\$10.00	
7	COOKIES	3	\$0.60	\$2.40	
8			TOTAL	\$17.00	

Step 3

The cells is now _____