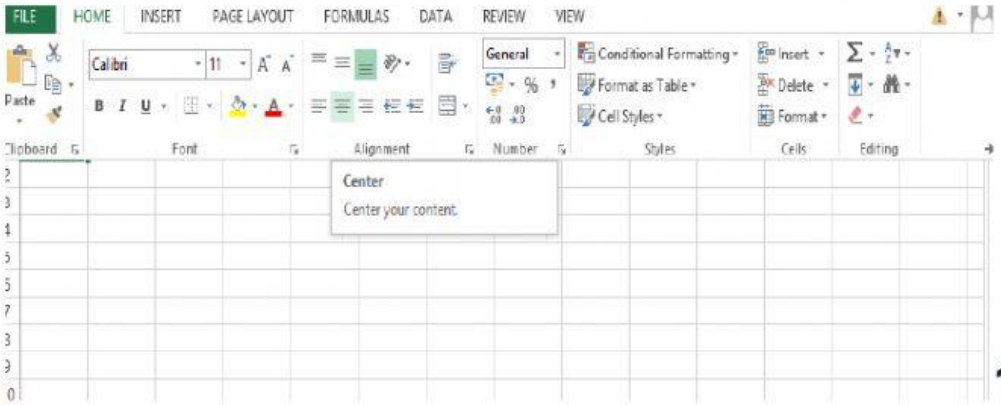
Lesson 10 - Data Alignment (Wrap Text, Merge Cells and Centre)

In this lesson you will learn the skills of how data is aligned with a cell location .e.g.text, numbers can be centred in a cell location, left justified and so on. You may want a lot of multiword text entries vertically in a cell instead of expanding the cell column. This is called Wrapping text.

So lets' start to learn the steps in all this.

1. *Select* the range **A2-D2**.
2. *Click* the **centre button** in the **Alignment** group of commands in the **House tab**. This will **centre** the **columns headings** in each *cell location*.1

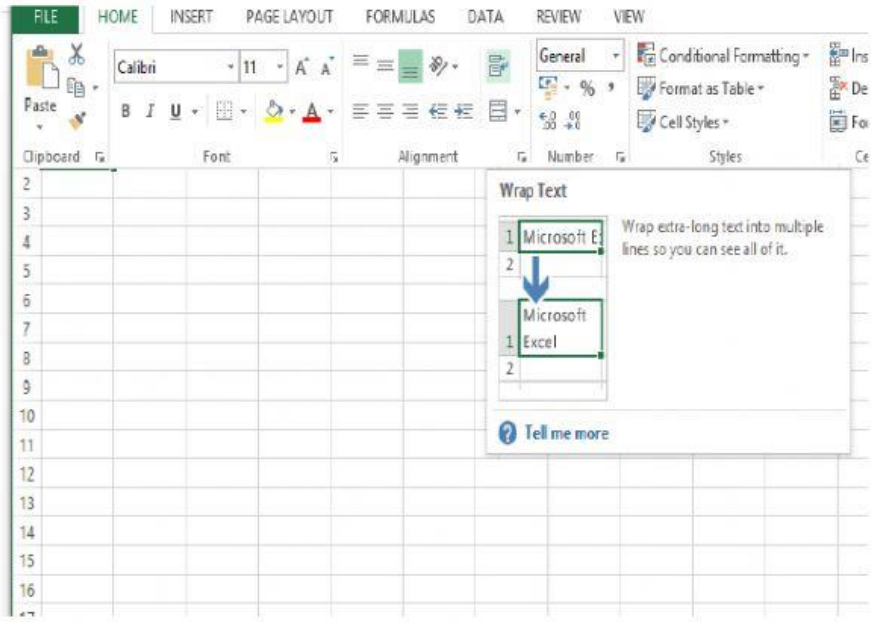


1

3. *Click* the **wrap text** button in the **Alignment** group. This *height* of **Row 2** automatically *expands*, and the words that were cut off

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because the columns were *too narrow* are now **stacked vertically.2**



2

ShortCut

Keyboard Shortcuts

Wrap Text

- Press the ALT key and then the letters H and W one at a time.

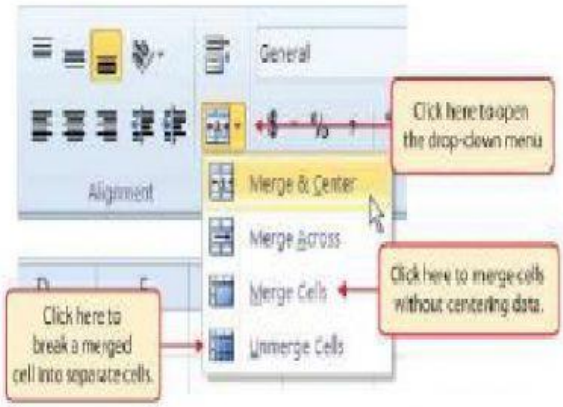
The benefit of using wrap text command is that it is significantly reduces the need to expand the column width to accommodate multiword column headings. The problem with increasing the column width is that you may reduce the amount of data that can fit in a piece of paper or screen. The reason I say this is that often these spreadsheets need to be printed and to be seen on different screens.

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4.*Select* the range **A1-D1**.

5.*Click* the **down arrow** on the *right side* of the **Merge & Centre** button in the **Alignment** group of *commands* in the **Home tab**.

6.*Click* the **Merge & Centre Option. 3** This will create *one large cell location* running across the *top* of the **data set** and **centre** the text in that **cell**.



3

Shortcut

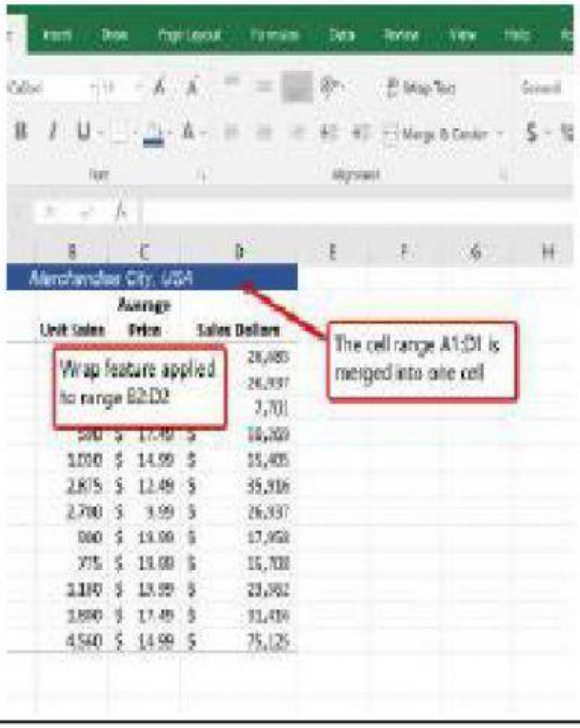
Keyboard Shortcuts

Merge Commands

- Merge & Center: Press the ALT key and then the letters H, M, and C one at a time.
- Merge Cells: Press the ALT key and then the letters H, M, and M one at a time.
- Unmerge Cells: Press the ALT key and then the letters H, M, and U one at a time.

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Picture 4 will show you the worksheet with *data commands* applied.The reason for merging the cells in the **range A1-D1** will become apparent in the next part.



Importance of Merge and Centre.

One of the most common reasons the Merge & Centre Command is used is to centre the title of a worksheet directly above the column of data. Once the cells above the column heading are merged a title can becentredabove the column of data. It is very difficult to centre the title over the columns of data if the cells are not merged.

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Skill Refresher

Wrap Text

1. Activate the cell or range of cells that contain text data.
2. Click the Home tab of the Ribbon.
3. Click the Wrap Text button.

Merge Cells

1. Highlight a range of cells that will be merged.
2. Click the Home tab of the Ribbon.
3. Click the down arrow next to the Merge & Center button.
4. Select an option from the Merge & Center list.

Questions

1.Can you descibe how to Merge and Centre a worksheet?

2.What is the shortcut for wrapping text?

Why is it important to Merge and Centre?

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