Merging and Splitting Cells

- In this tutorial, you will learn how to merge and split cells in a table within your Microsoft Word 2010 document.

- Merging cells is the process of combining two or more cells in a table. Splitting cells is the process of splitting or dividing a cell into two or more cells within a table.

- The Merge group commands on the Table Tools Layout Tab may be used to merge and split cells within a table.

Example of merged cells in a table:

![Example of merged cells](image)

Example of a split cell in a table:

![Example of split cell](image)

Example of a table without merged or split cells:

![Example of table without merged or split cells](image)
Locating the Merge Group

The MERGE group commands are located on a contextual tab or a hidden tab that is only visible when an object such as a table is selected. To locate the MERGE group you must first select the table by clicking anywhere inside the table. Then click the TABLE TOOLS LAYOUT tab of the ribbon. The commands used to merge and split cells are found on the MERGE group.

The MERGE CELLS button can be used to merge or combine two or more cells together.

The SPLIT CELLS button can be used to split or divide a cell into two or more individual cells.
Using the MERGE CELLS Button to Merge Cells a Table

Step 1: Open your Microsoft Word document and locate the cells you would like to merge. In this example, we will assume you would like to merge three cells together in the first row of a table in your document. Select the three cells in the first row of the table.
Step 2: Click the **LAYOUT TAB** to display the **MERGE** group on the tab.

Step 3: Click the **MERGE CELLS** button in the **MERGE** group to combine the three cells together in the first row within the table.
Using the SPLIT CELLS Button to Split a Cell in a Table

Step 1: Open your Microsoft Word document and locate the cell you would like to split. In this example, we will assume you would like to split the first cell in a table into two separate cells. Position the cursor in the first cell in the first row of the table.

Step 2: Click the LAYOUT TAB to display the MERGE group on the tab.
Step 3: Click the SPLIT CELLS button in the MERGE group to open the SPLIT CELLS dialog box.

Step 4: Change the NUMBER OF COLUMNS: to 3 in the SPLIT CELLS dialog box.
Step 5: Click the OK button in the SPLIT CELLS dialog box to save the changes.

Finish: By following the steps above, you can add or remove rows and columns to a table within your document.