

Application: Excel – Merge & Center

If you want to centre a heading over several columns you can use the Center over columns feature.

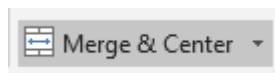
1. Enter the Text in the first cell of the range.

	A	B	C	D	E
1	Days of the Week				
2	Monday	Tuesday	Wednesday	Thursday	Friday

2. Highlight the cells over the columns.

	A	B	C	D	E
1	Days of the Week				
2	Monday	Tuesday	Wednesday	Thursday	Friday

3. Click on **Home > Alignment > Merge & Center**. The cells will be merged and the data centred over the columns.



4. To remove the merge and centre click on the cell and click on **Home > Alignment > Merge & Center** again.

