Lesson 4-6: Merge cells, wrap text and expand/collapse the formula bar

1 Open *Sales Week Ended 14th March 2008-4* from your sample files folder (if it isn't already open).

2 Insert three blank rows above row 1.

This was covered in: *Lesson 3-1: Insert and delete rows and columns.*

3 In cell A1 type: **Sales Week Ended 14th March 2008**

4 Center the title across columns A to G.

The title cell (A1) doesn't look bad, but wouldn't it be nice to center it above the transactions listed beneath? You could simply copy and paste the title text into cell D1 but that wouldn't be perfectly central.
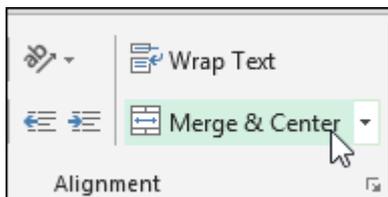
The solution is to merge cells A1:G1 so that they turn into one big cell. It will then be possible to center the text inside the merged cell. Excel provides a handy *Merge and Center* button to do this in one click.

1. Select cells A1:G1.

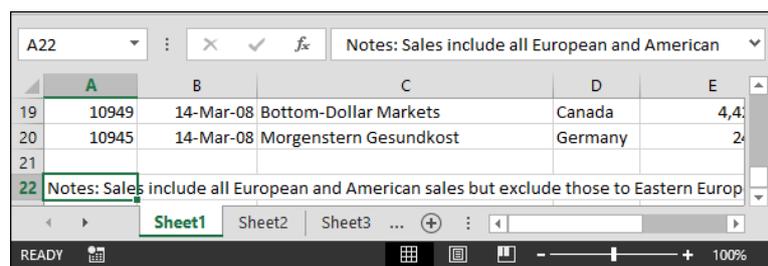2. Click: Home→Alignment→Merge & Center.

The title appears at the center of the merged cell.

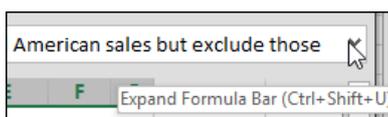**5** View the text in cell A22.

There is a long description in cell A22. You probably can't see all of it on your screen.

Re-sizing the formula bar allows all of the text to be read.

Click cell A22 and then click the *Expand Formula Bar* button.

The text becomes visible in the enlarged formula bar:

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6   Resize the formula bar.

Sometimes there isn't enough space in the expanded formula bar to view all of the text.

If this is the case hover the mouse over the bottom border of the formula bar until you see the double-headed arrow cursor shape.

When the double-headed arrow is visible, click and drag downward or upward to resize the formula bar as required.

7   Collapse the formula bar.

After you have read the text there is no need to keep the formula bar expanded. Click the same button used to expand the formula bar ^ and the bar will collapse.
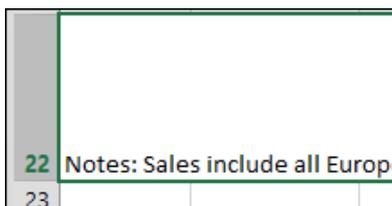
8   Merge cells A22:G22.

Expanding the formula bar isn't a great solution. We will create a box at the bottom of the report to display all of the text.

1.   Select cells A22:G22.

2.   Click: Home→Alignment→Merge & Center Drop Down.

    A drop-down menu is displayed.
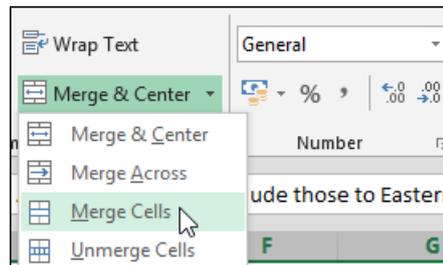
3.   Click *Merge Cells* to make all of the selected cells into one large cell. (This is just like *Merge & Center* but without centering).

**9**   Make row 22 deep enough to display all of the text.

This was covered in: *Lesson 2-9: Re-size rows and columns.*

The cell is now deep enough to display the text, but you can still only see one line. This is because the text isn't *wrapping*.

10   Wrap the text within the merged cells.

Click: Home→Alignment→Wrap Text.

The text now displays well, except that it appears at the bottom of the cell. We'll discover how to fix this later, in: *Lesson 4-7: Vertically align the contents of cells.*
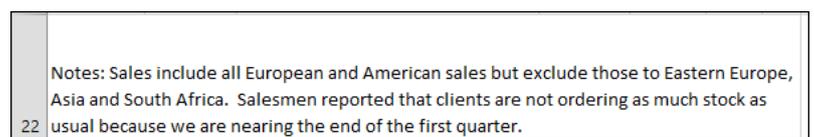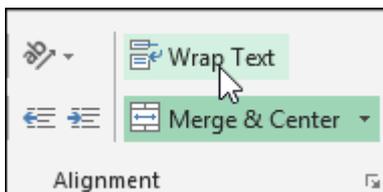
11   Save your work as *Sales Week Ended 14th March 2008-5.*