

Hw-2
26/7/21

What do you mean by split and merge operation?

Ans Splitting Cells:

o Splitting a cell dividing the selected cell into separate cells, to split a cell, we need to:

- select a cell which you want to split
- click on the Layout tab.
- select the split cells button in the Merge group.
- The split cells dialog box appears.
- Define the number of rows and columns, in the respective spin boxes, into which you wish to split the selected cells.
- click OK.

Merging cells

- o Sometimes, data is split in numerous segments of a cell and you want to combine it in a single cell, to give it a better look. Merging the cells provides a way to consolidate data in one cell.
- select the cells that you want to merge. click on the **Layout** tab.
 - select the **Merge cells** button in the **Merge** group.
 - The data gets merged into a single cell.