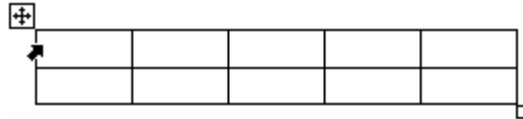


Title: Word – Tables – Merge Cells

Purpose: This document describes how to merge cells in a table.

Steps:

1. Highlight the cells in the table that you wish to merge. To highlight cells, position the cursor on the left edge of the cell (or there are multiple cells then focus on the upper left cell initially) that you want to highlight until the cursor changes to a solid black arrow as shown below, and then click (or hold and drag) the left mouse button.



2. Select **Merge Cells** from the **Table** menu