BIS Help Guides

How to Merge Cells

Learn how to merge cells in google sheet.

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INTRODUCTION

Learn how to merge cells in google sheet.
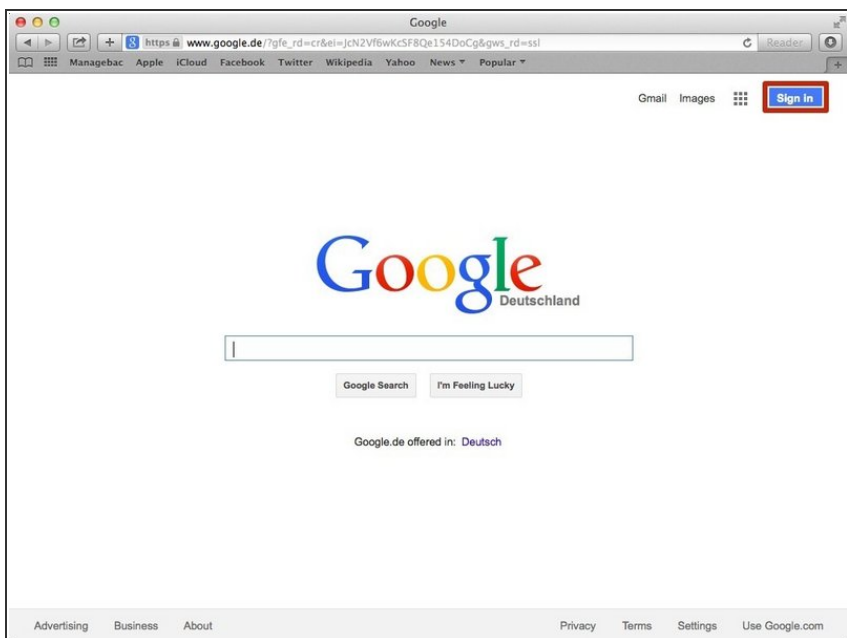
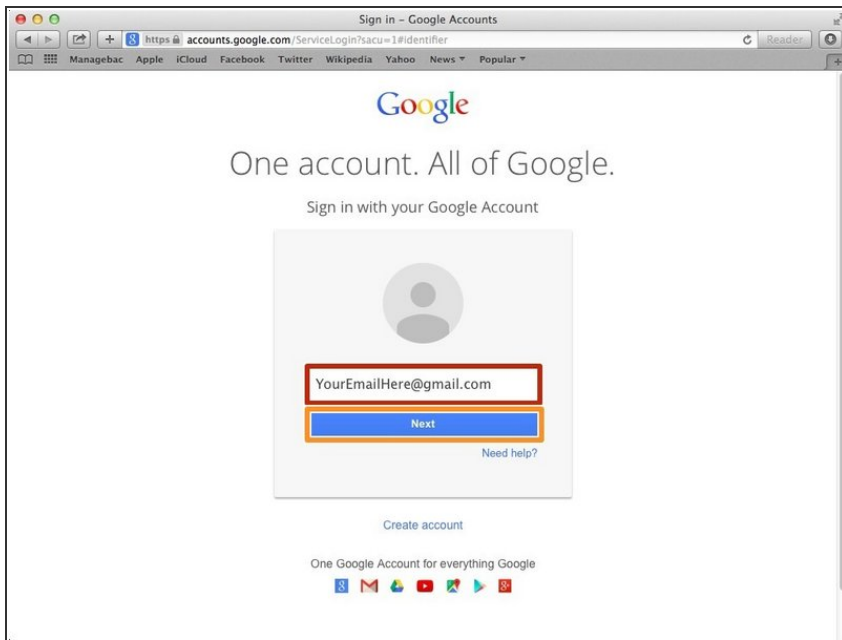## Step 1 — How to Access google.com
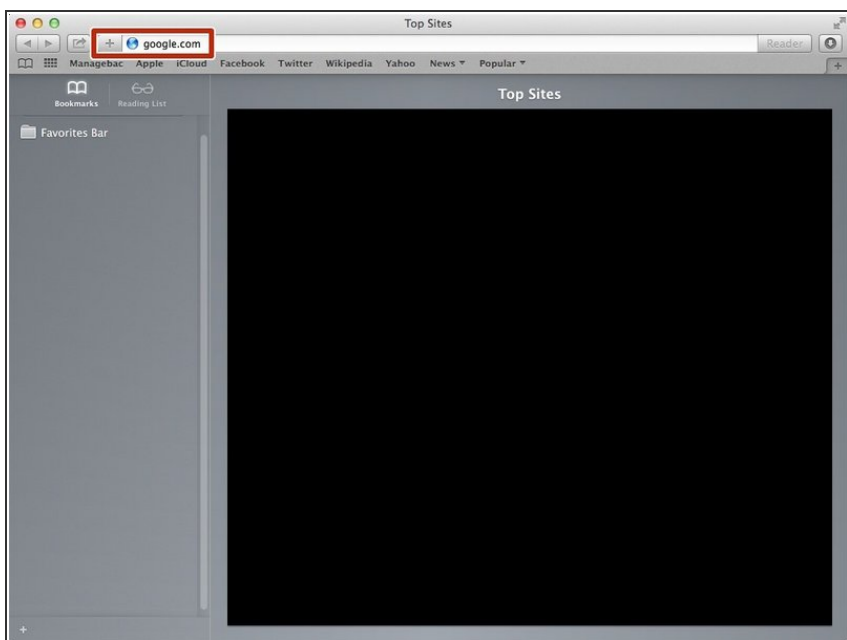
- Typing "google.com" in the address bar to go to the google website
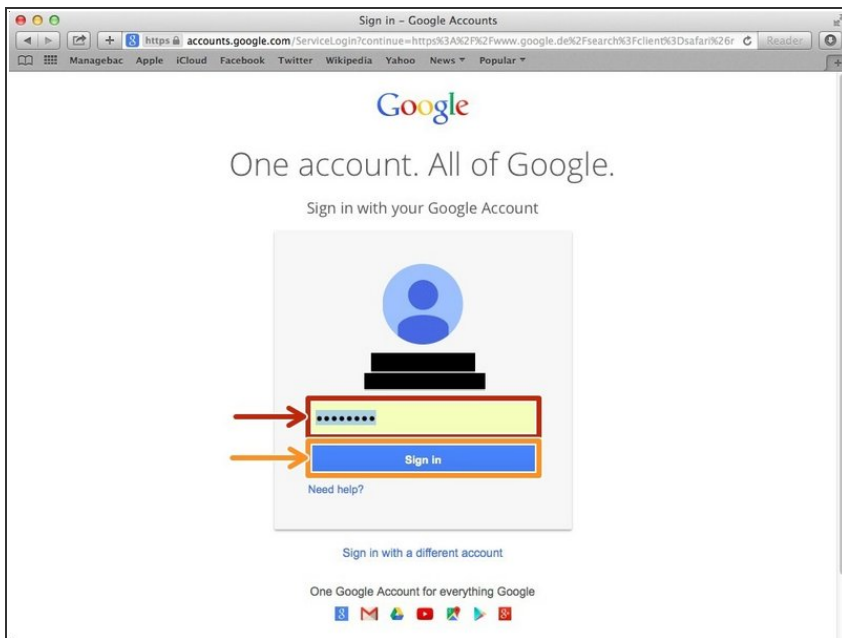
Step 2 — Finding The Sign In Button

- Click on the "Sign In" button to sign in your google account

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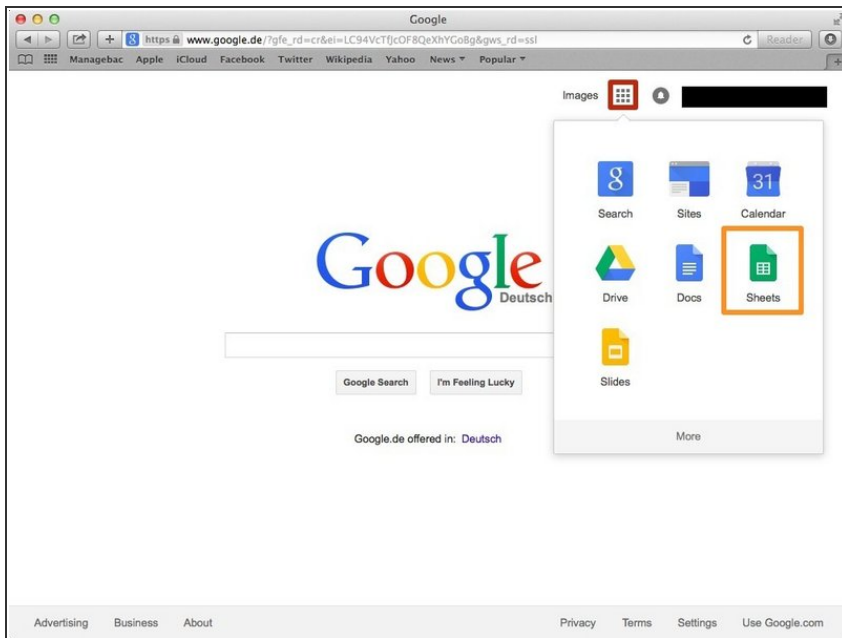## Step 3 — Entering Your Email

- Type your email address into this box

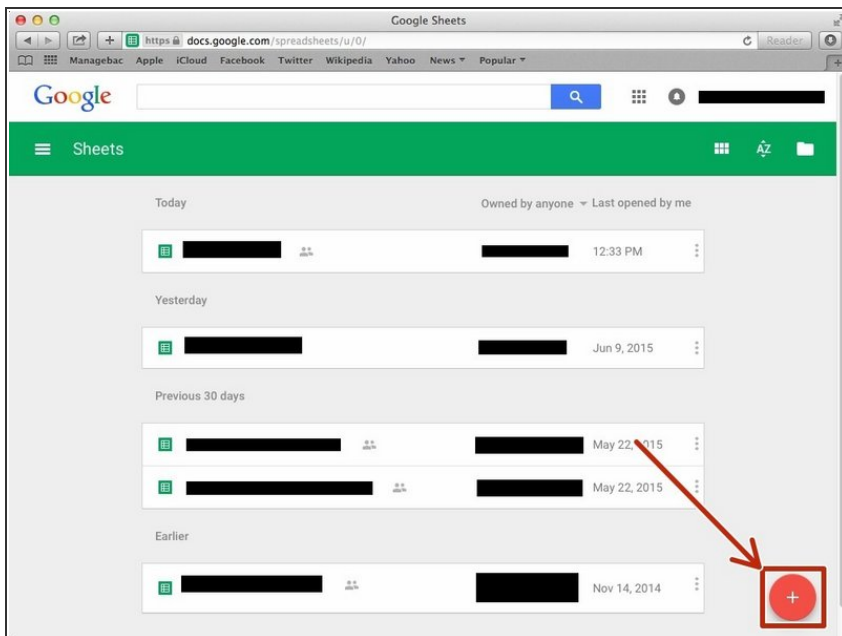- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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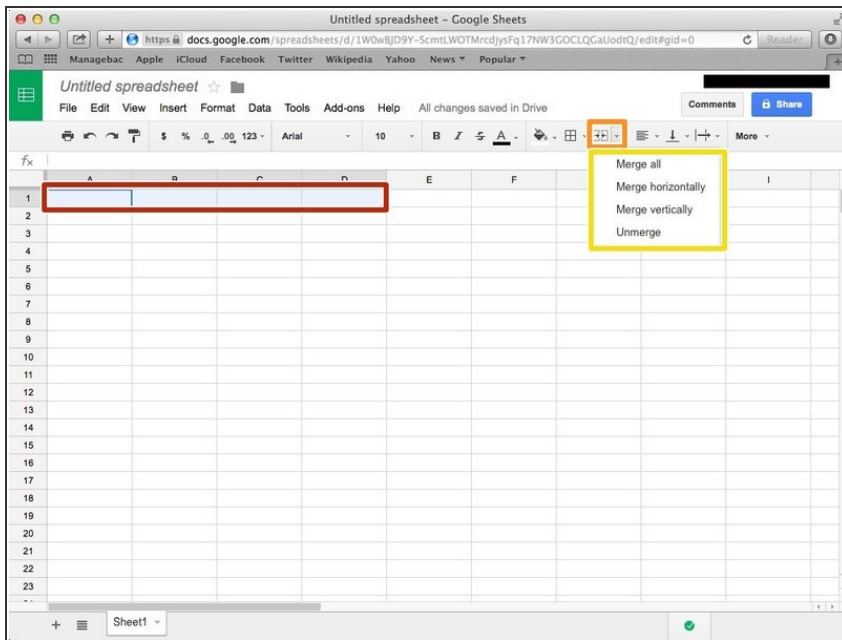
Step 5 — Opening Google Sheet

- Click this button to open a menu of options

- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet

- Click + button to create new spreadsheet

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Step 7 — Merging Cells

- Select cells that you want to merge. You can select it by click and drag the cursor.

- Click this icon

- You can select different type of merging from this box.

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