

BIS Help Guides

How to Merge Cells

Learn how to merge cells in google sheet.

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The screenshot shows the Google Sheets interface with a spreadsheet titled "Untitled spreadsheet". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The toolbar contains various icons for formatting and editing. A red rectangle highlights the range A1:D1. A yellow box highlights the merge cells menu, which includes the following options:

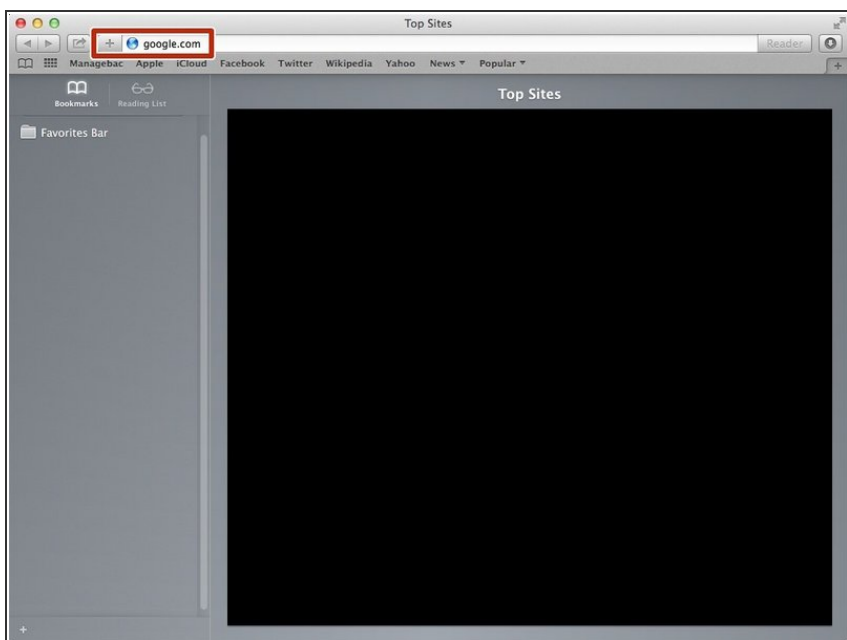
- Merge all
- Merge horizontally
- Merge vertically
- Unmerge

The spreadsheet grid shows columns A through I and rows 1 through 23. The status bar at the bottom indicates "Sheet1" and a green checkmark.

INTRODUCTION

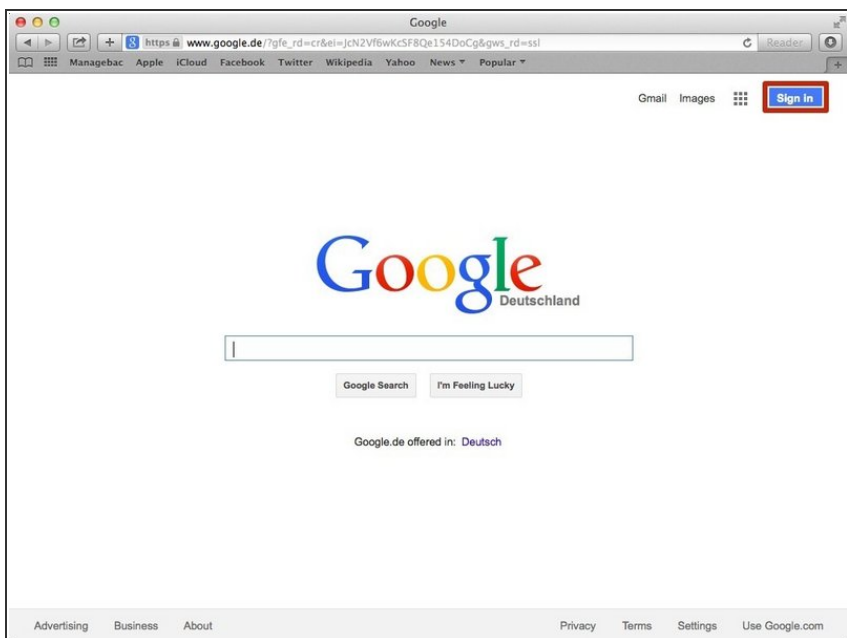
Learn how to merge cells in google sheet.

Step 1 — How to Access google.com



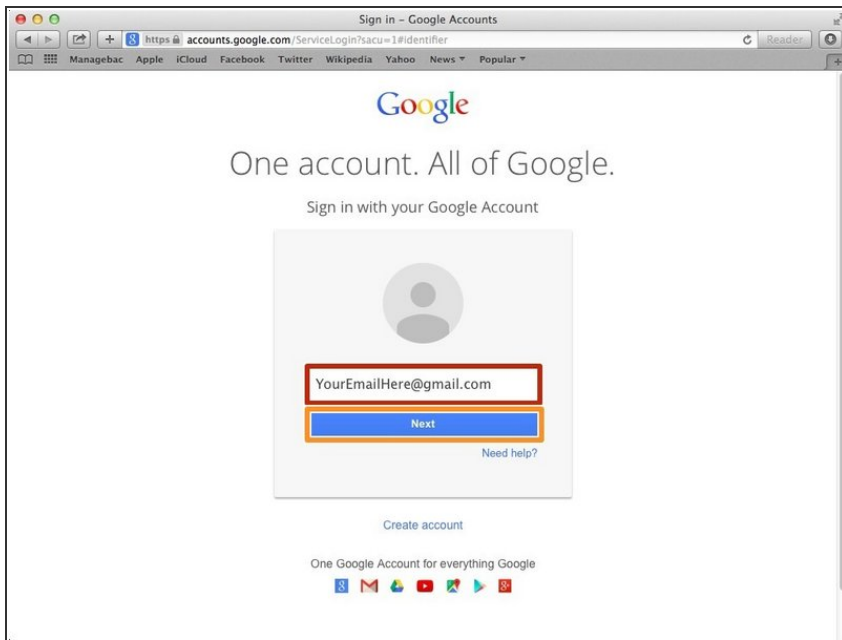
- Typing "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



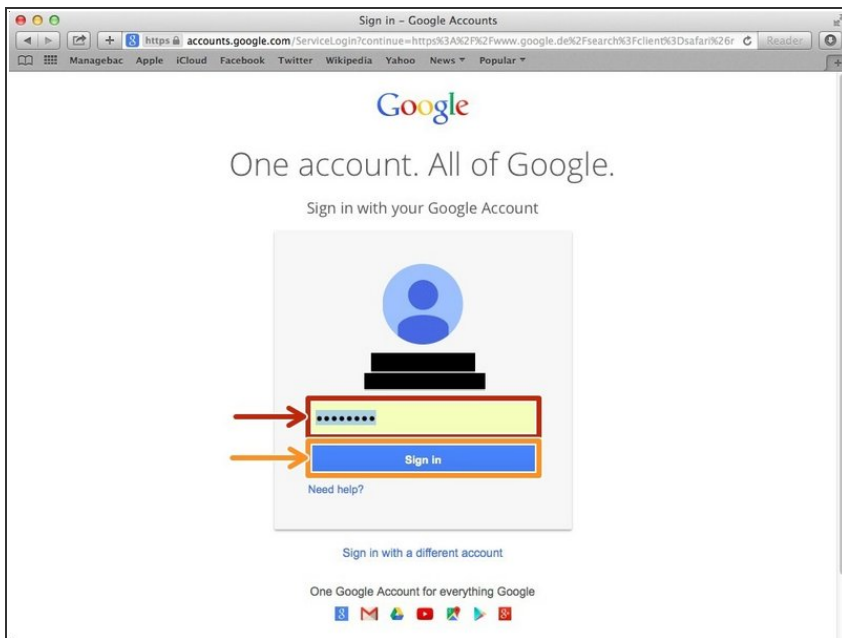
- Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



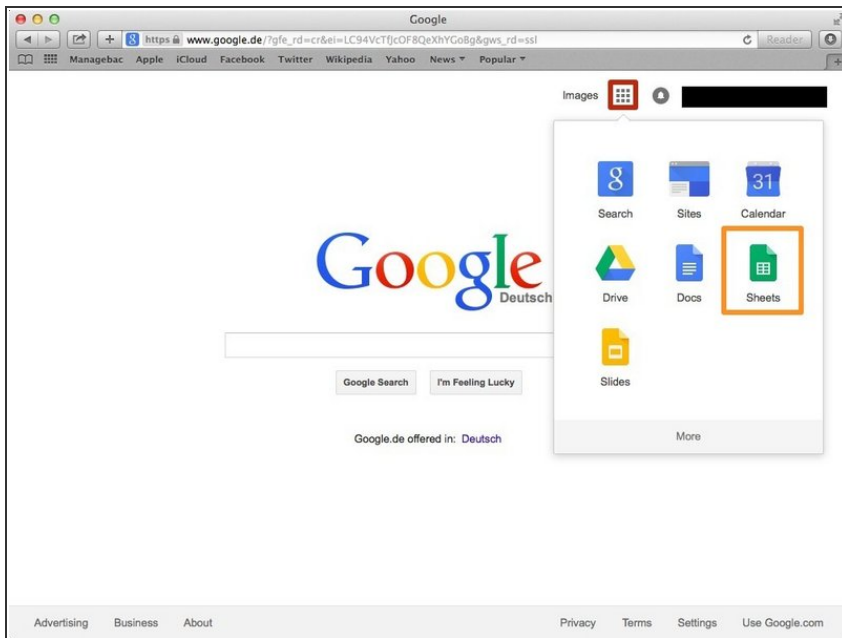
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



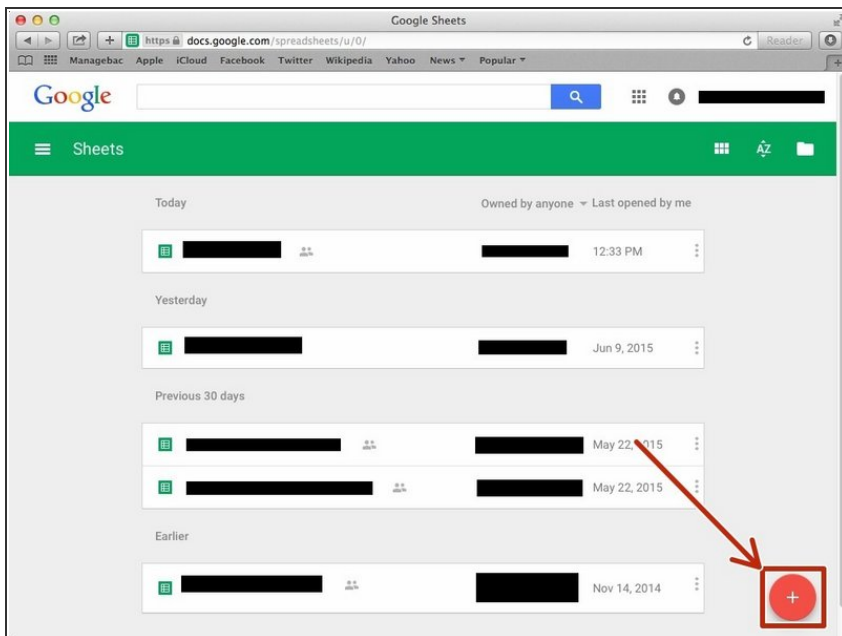
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Sheet



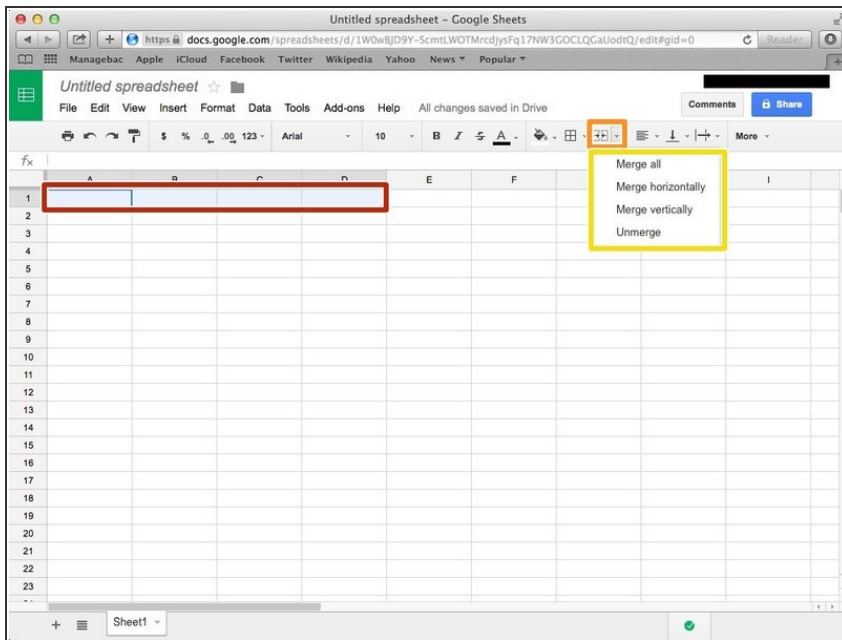
- Click this button to open a menu of options
- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet



- Click + button to create new spreadsheet

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.