

Instructions on centering in Excel without merging cells.

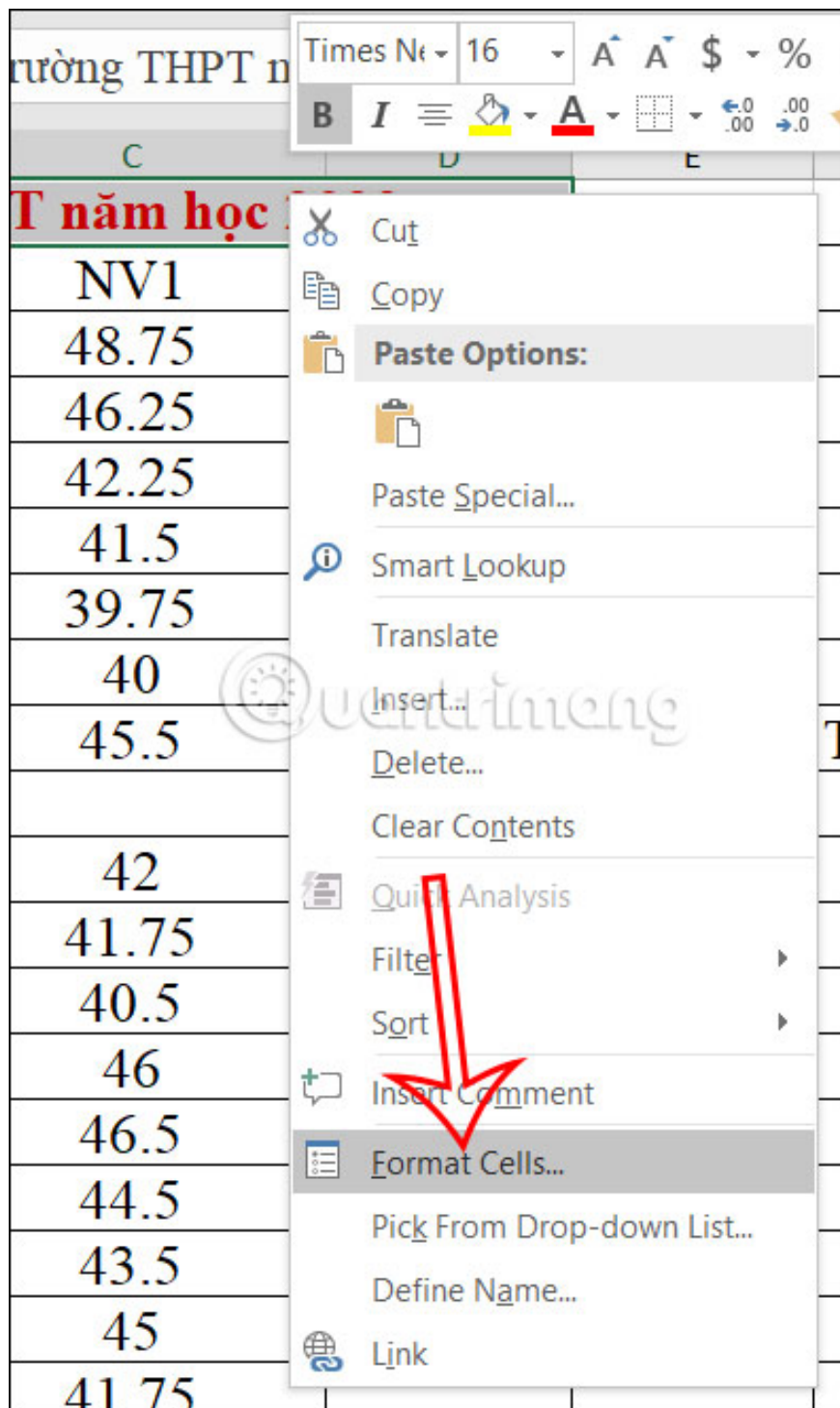
Centering in Excel is a necessary operation to adjust the table layout and make Excel spreadsheets much more professional.

Centering in Excel is essential for adjusting table layouts and making Excel spreadsheets much more professional. This is especially true for Excel headers, which, when centered, are easier to read and prevent them from being skewed to one side, affecting the overall data. Below are ways to center cells in Excel without having to merge cells as is commonly done.

How to center cells in Excel using Format Cells

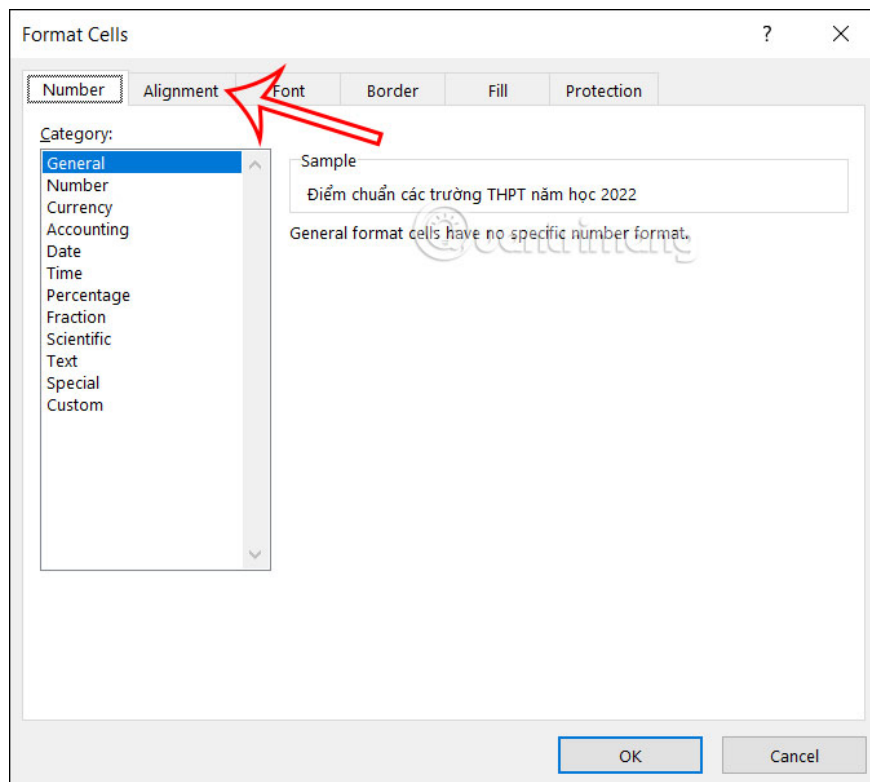
Step 1:

First, enter your data into Excel and insert the necessary content into the data table as usual. Next, highlight the content you want to center, then right-click on the content in the cell and **select Format Cells** from the displayed list.



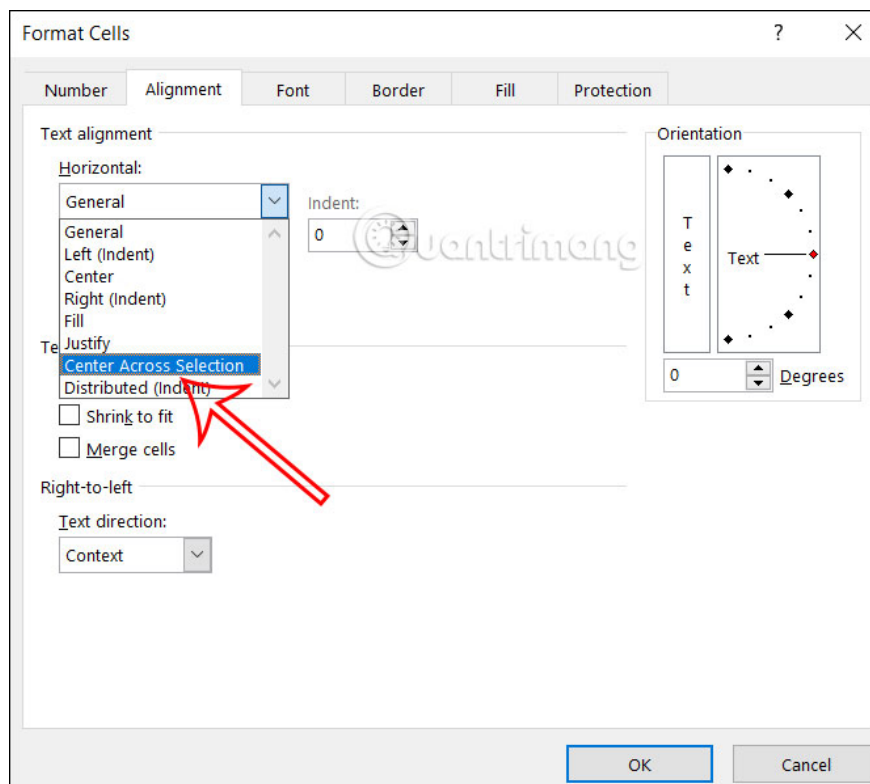
Step 2:

This displays the interface for adjusting the content in this Excel cell. Click **the Alignment tab** to make adjustments.



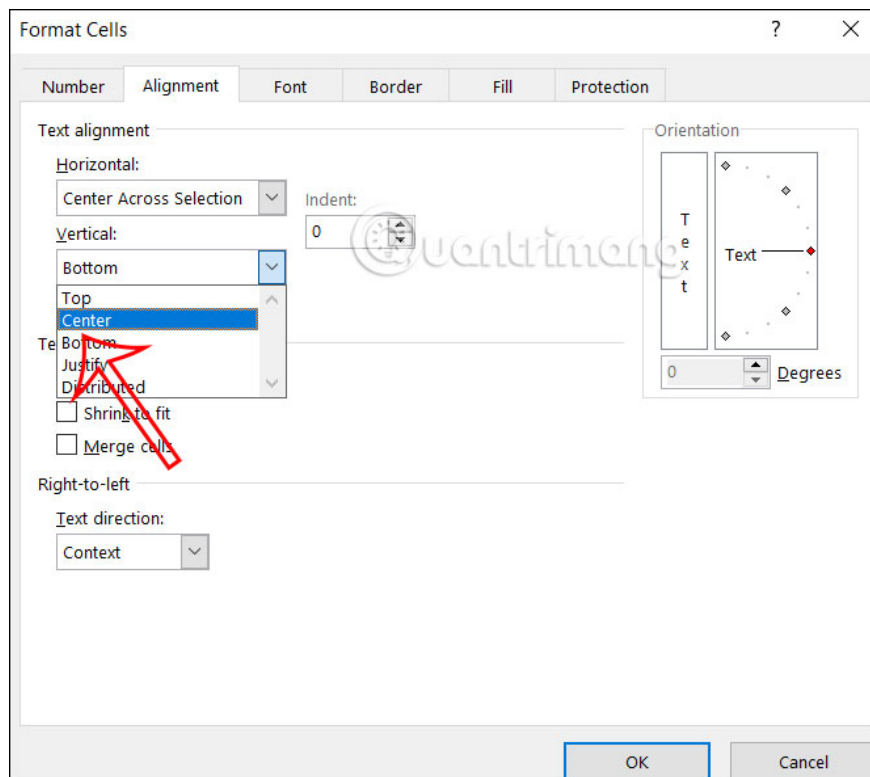
Step 3:

Look down below to **the Horizontal section** , click the dropdown icon, and then select **Center Across Selection** to adjust.



Next, in the **Vertica section** , click on **Center** to adjust the displayed content.

Finally, after you have adjusted the two items above, click OK to apply the changes to the displayed content.



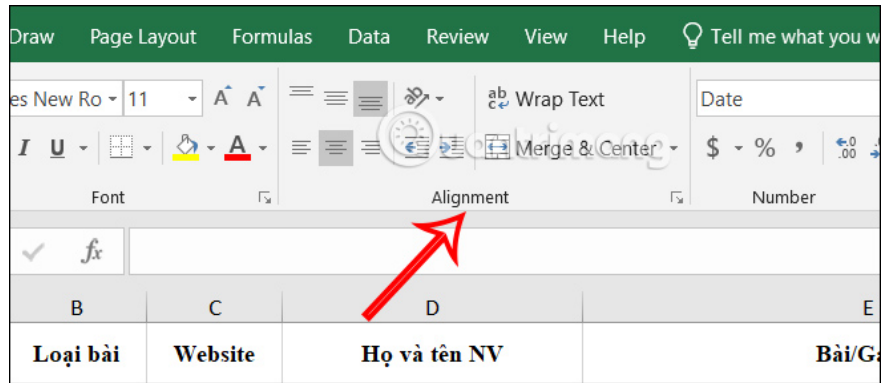
The resulting content is centered within the Excel cell, eliminating the need for merging cells.

B	C	D
Điểm chuẩn các trường THPT năm học 2022		
Trường	NV1	NV2
Chu Văn An	48.75	
Phan Đình Phùng	46.25	
Phạm Hồng Thái	42.25	
Nguyễn Trãi - Ba Đình	41.5	
Tây Hồ	39.75	
Thăng Long	40	

Center alignment in Excel using the toolbar

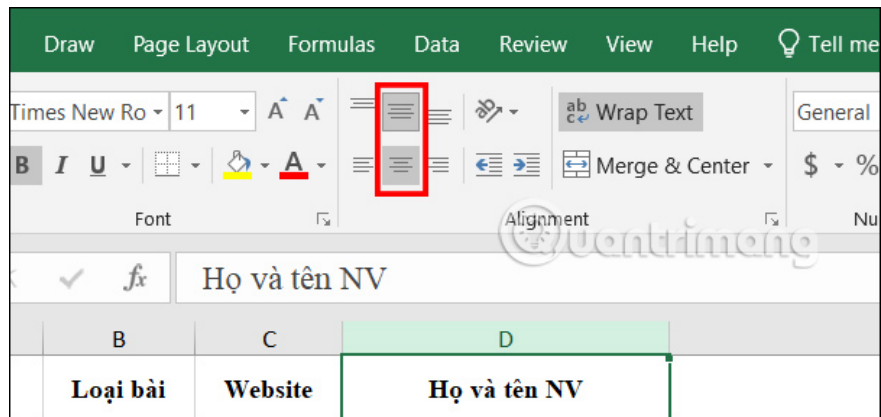
Step 1:

To center the content in Excel, highlight it. Then, look at the **Alignment** toolbar to adjust the display position of the content.

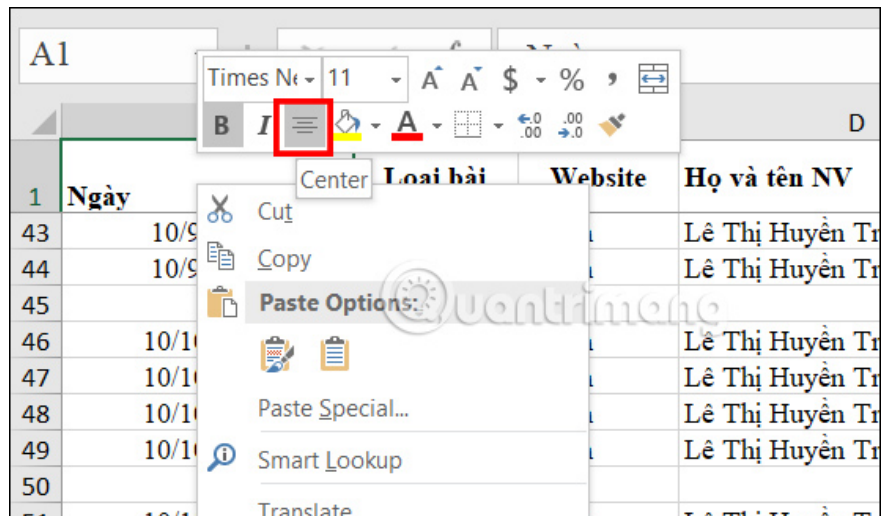


Step 2:

Next, click on **the Middle Align and Center icons** as shown below to center the content in the Excel cell.



Additionally, to center a cell horizontally, right-click on the cell you want to align and then click the horizontal centering icon as shown below.

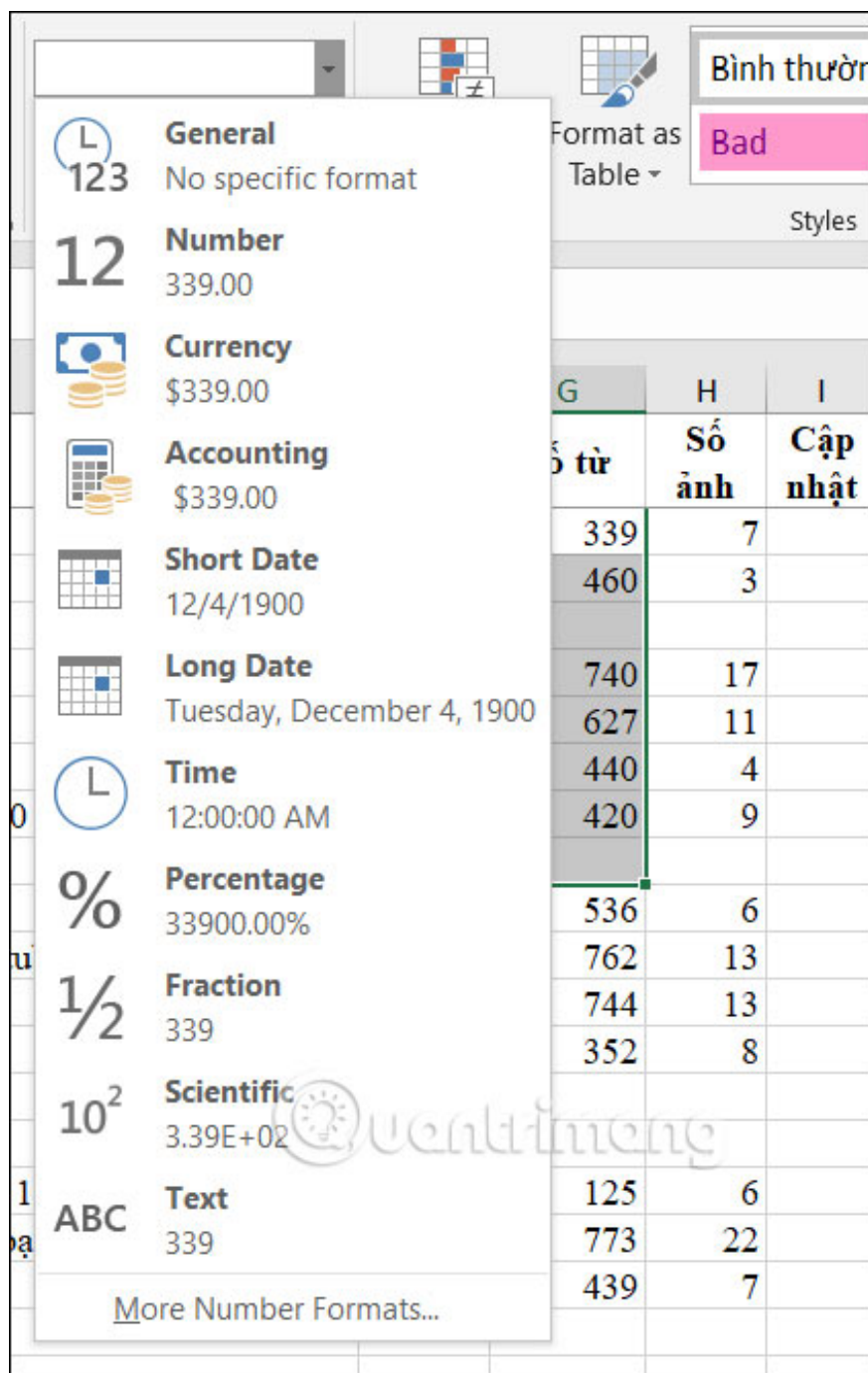


Use the center alignment shortcut in Excel.

You also need to highlight the content you want to align, then press the key combination. You will **press the ALT key**, then press **the A, H, C keys** to center the content. However, these shortcuts are quite difficult to remember and need to be pressed correctly.

Fixing why alignment isn't working in Excel

When you can't center text in Excel, the most common reason is that the data formatting in the area you want to center is inconsistent. Therefore, you need to check the formatting and then change all the content to a single format. Click on the content, then click the format box as shown in the image, and change the formatting to a single style for all the data.



Video showing centered alignment in Excel without merging cells.

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