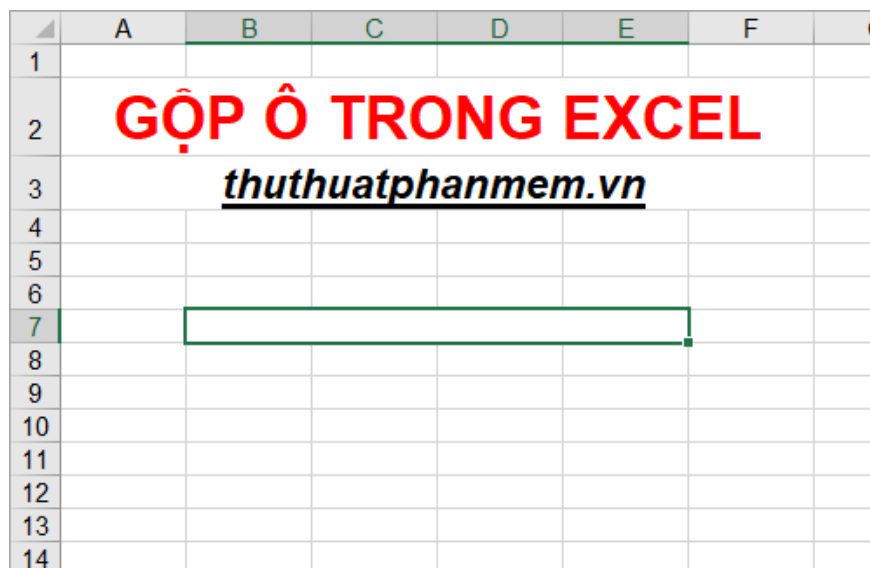


# How to merge cells in Excel - Instructions to merge cells in Excel 2010, 2013, 2016

How to merge cells in Excel - Instructions to merge cells in Excel 2010, 2013, 2016. While working with Excel, sometimes you want to combine cells together to make the cell larger in size and better suited to the content. than. But you do not know how to combine cells in Exc

In the process of working with Excel, sometimes you want to merge cells together so that the cell is larger in size and better suited to the content. But you do not know how to merge cells in Excel without losing data. So let's see the instructions for merging cells in Excel 2016 that the article shares below, with Excel 2013 and 2010 you can do the same.

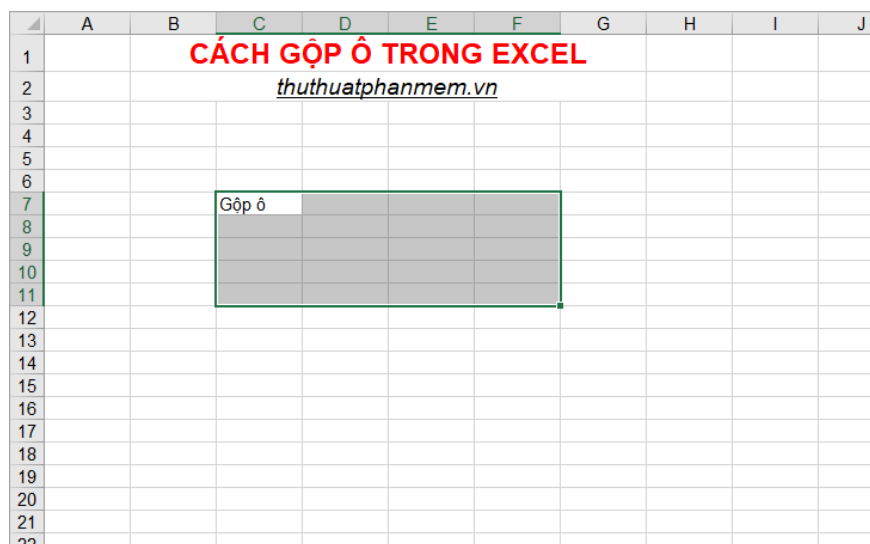


Here are 3 ways to merge cells in Excel, you can combine cells in Excel without fear of data loss, please follow along.

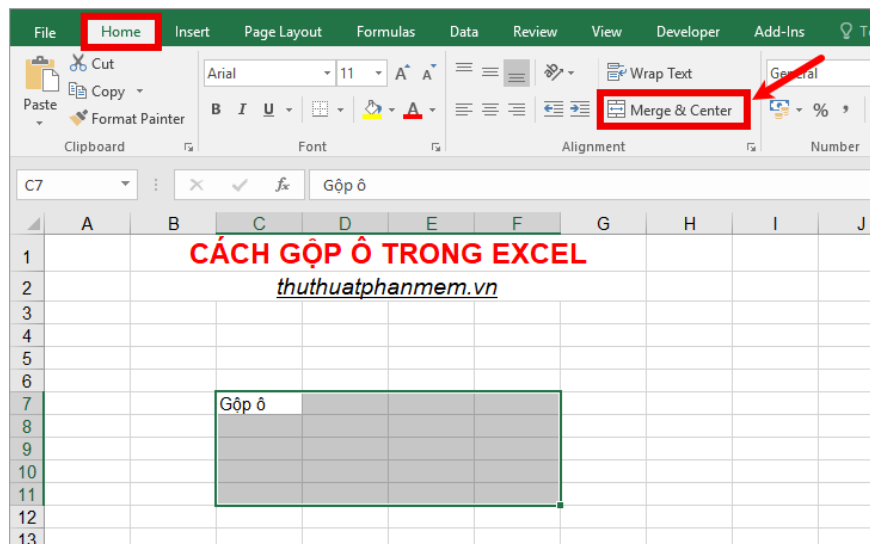
## Method 1: Merge cells in Excel using Merge & Center feature

This method of merging will help you to merge cells quickly if the cell does not have data or data only in the first cell in the cells to merge. You do the following:

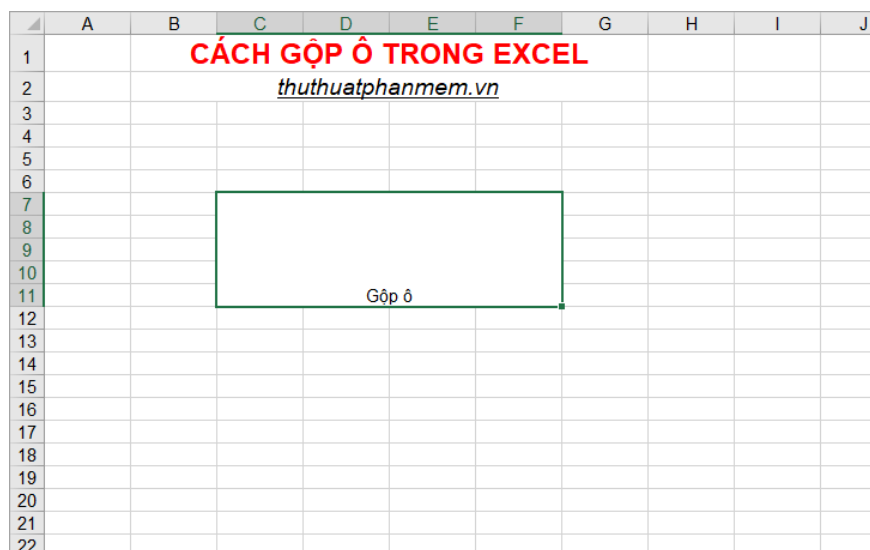
**Step 1:** In the Excel file, select the cells to merge.



**Step 2** : Next, you select the **Home** tab , in the **Alignment** section select **Merge & Center** to merge the selected cells.

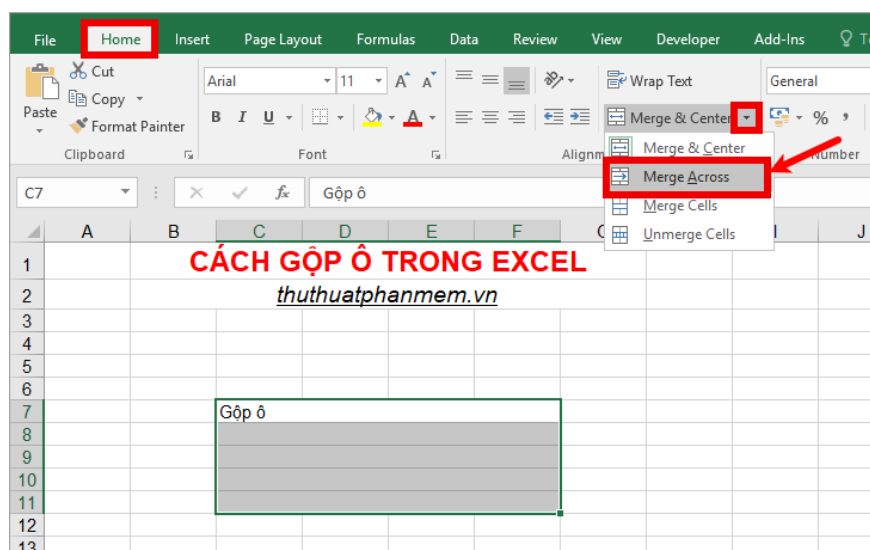


So the cells you select will be combined into one cell and the data in the upper left cell will be centered in the newly merged cell.

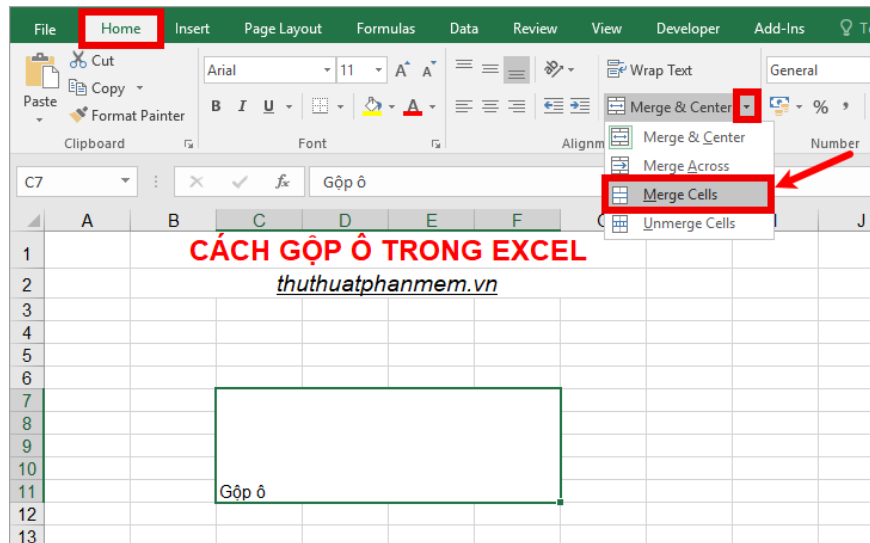


In addition, you have two other options to merge cells when you select the triangle icon next to **Merge & Center** :

1. If you select **Merge Across** , the cells you have selected will be aggregated by row, the data in the first cell of each row you select will be retained and displayed from the first position of the merged cell.



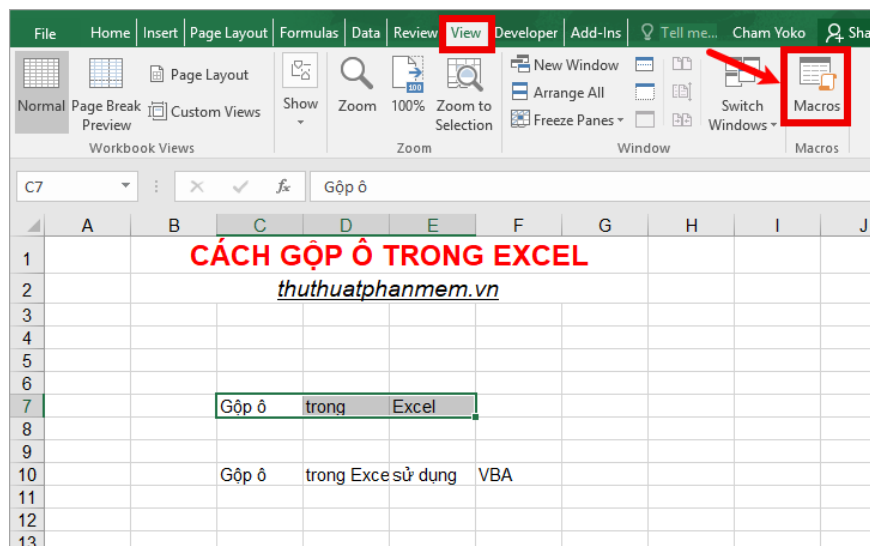
1. If you select **Merge Cells** , the cells you have selected are merged into one cell and the data in the first cell in the upper left is kept but not centered as you choose **Merge & Center**.



## Method 2: Combine cells in Excel using VBA code

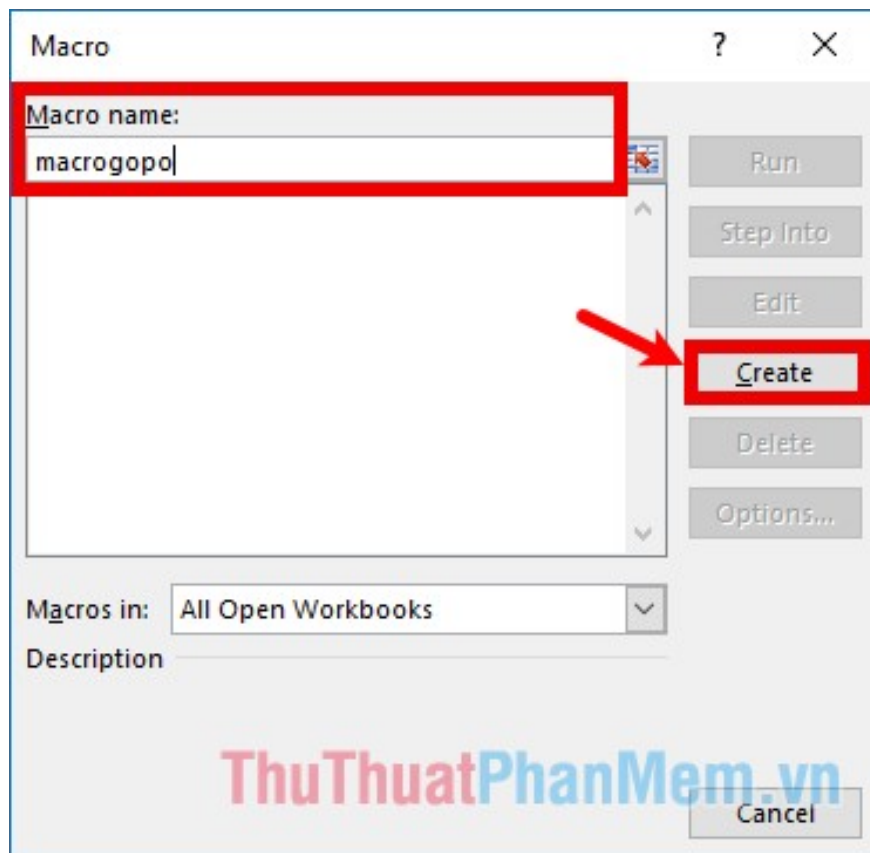
Using this method, the cells you select will be merged quickly and if your data in all the cells you want to merge will not lose data. You do the following:

**Step 1 :** In Excel file, select the cells to merge, next you choose **View -> Macros** tab or press **Alt + F8** to open the **Macro** window .



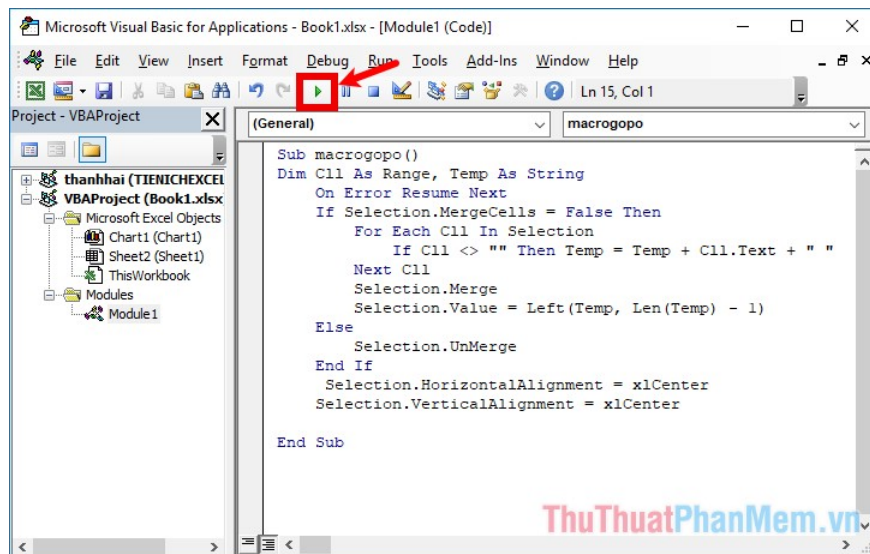
**Step 2:** In the Macro window, enter a name for the Macro in the **Macro name** section and click **Create** .

*Note: macro names must be written immediately without accents.*



**Step 3:** A **Visual Basic for Applications** window appears , copy the code below into **Sub . End Sub**. Then click the green **Run** icon or you select **Run -> Run Sub / UserForm** to run the Macro macro.

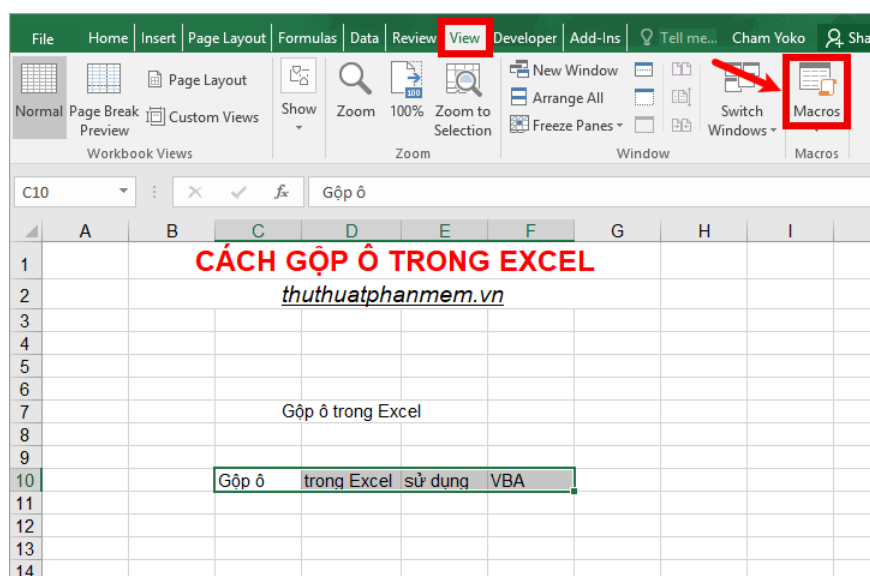
```
Dim C11 As Range, Temp As String
On Error Resume Next
For Each C11 In Selection
    If Selection.MergeCells = False Then
        For Each C11 In Selection
            If C11 <> "" Then Temp = Temp + C11.Text + " "
        Next C11
        Selection.Merge
        Selection.Value = Left(Temp, Len(Temp) - 1)
    Else
        Selection.UnMerge
    End If
    Selection.HorizontalAlignment = xlCenter
    Selection.VerticalAlignment = xlCenter
Next C11
End Sub
```



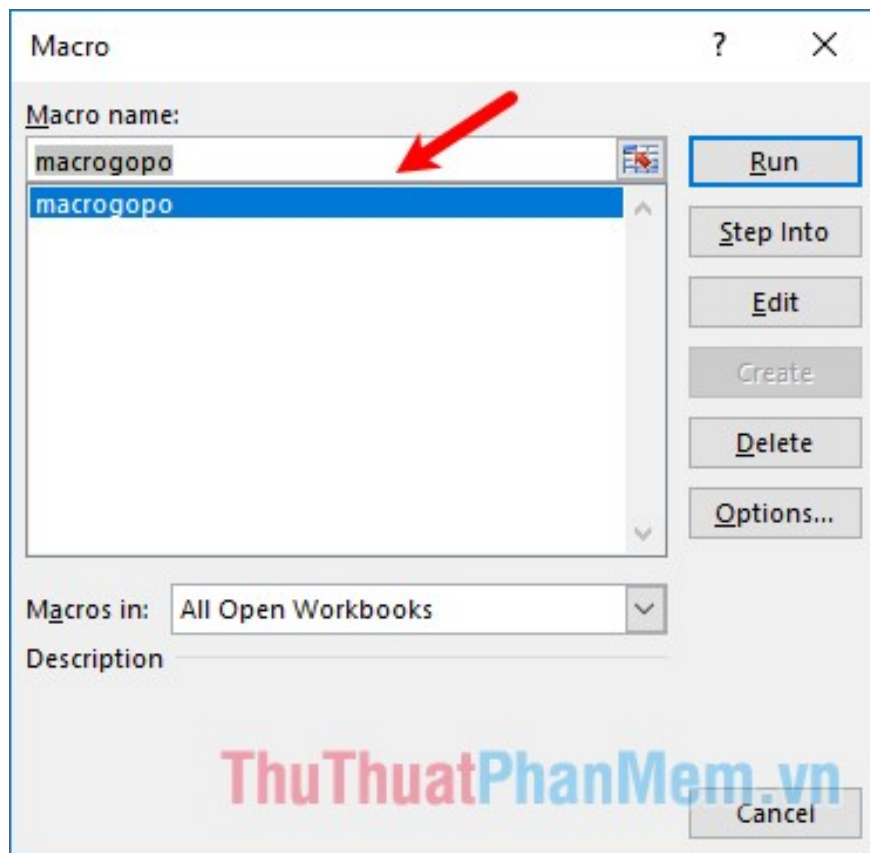
The message appears, click **OK** , then you turn off Visual Basic, so the cells you selected have been merged.

	A	B	C	D	E	F	G	H	I	J	
1			<b>CÁCH GỘP Ô TRONG EXCEL</b>								
2			<u>thuthuatphanmem.vn</u>								
3											
4											
5											
6											
7			Gộp ô trong Excel								
8											
9											
10			Gộp ô	trong Excel	sử dụng	VBA					
11											
12											
13											
14											
15											
16											
17											
18											

If you want to merge other cells in the current Excel file, you just need to select (blacken) the cells to be merged, then select **View -> Macros** or combination of **Alt + F8**.



The **Macro** dialog box appears, double click on the name of the Macro that you created above to run the Macro.



So you have included the box.

	A	B	C	D	E	F	G	H	I	J
1			<b>CÁCH GỘP Ô TRONG EXCEL</b>							
2			<i>thuthuatphanmem.vn</i>							
3										
4										
5										
6										
7				Gộp ô trong Excel						
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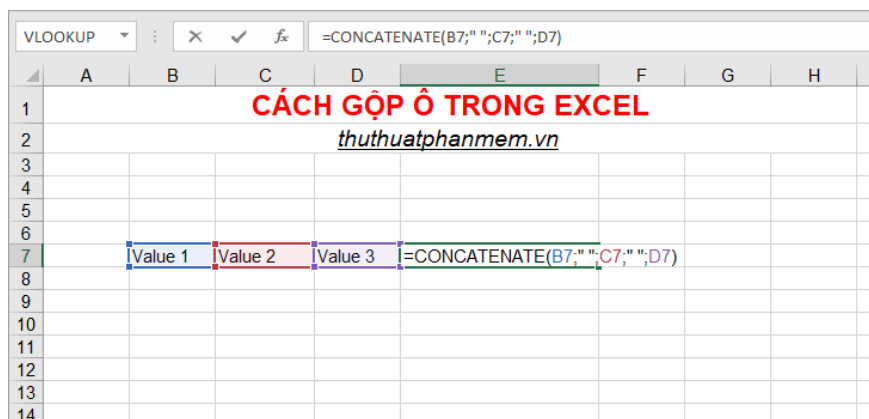
### Method 3: Merge cells in Excel using Concatenate and Merge & Center Functions.

This will also help you to merge cells in Excel and not lose data, but you need to perform an additional step using the **Concatenate** function to merge data before using **Merge & Center** to merge cells. You perform the following steps:

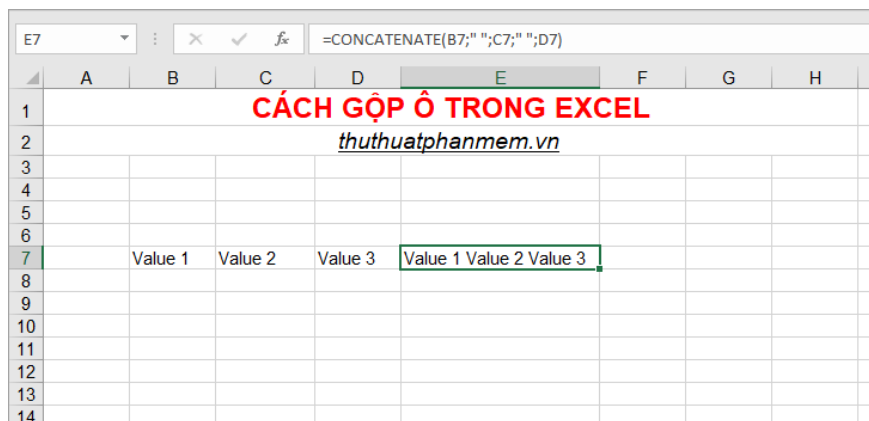
**Step 1** : You select any cell to enter the CONCATENATE function to combine data in the cells you want to merge.

*This function is quite simple to use, if you do not know you can see more about using CONCATENATE [here](#).*

For example: You want to combine cells B7, C7, D7; In cell E7 enter the CONCATENATE function as follows  
**= CONCATENATE (B7; " "; C7; " "; D7)**

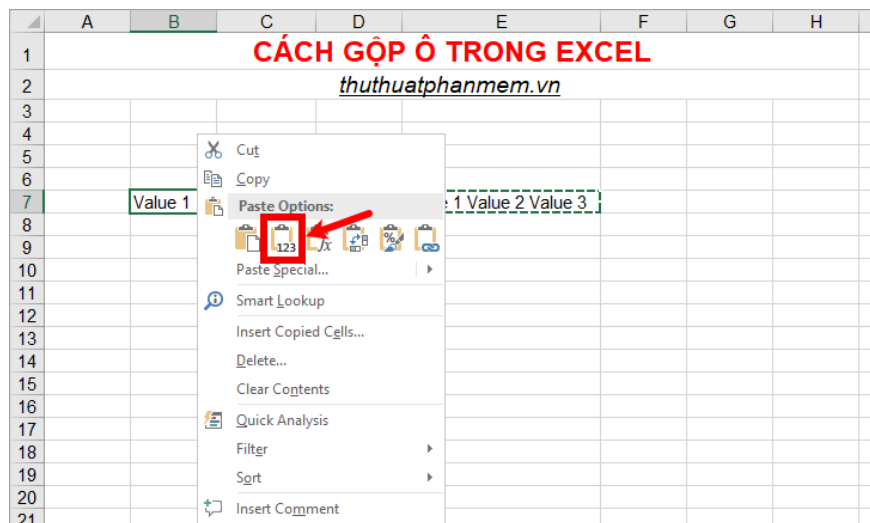


So you have included the data in cells B7, C7, D7 separated by a space, you can customize the CONCATENATE function as you like.

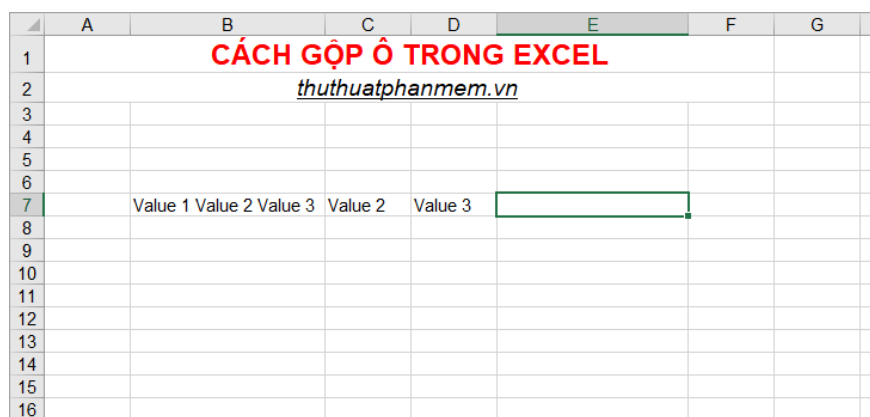


**Step 2** : After the data has been merged, you copy the data from the merged cell to the first cell in the cells to merge.

For example, you copy data in a cell containing CONCATENATE function, then select cell B7 (the first cell in the cells to combine), right-click and select **Value** in **Paste Options** to paste values ??only without pasting formulas jaw.

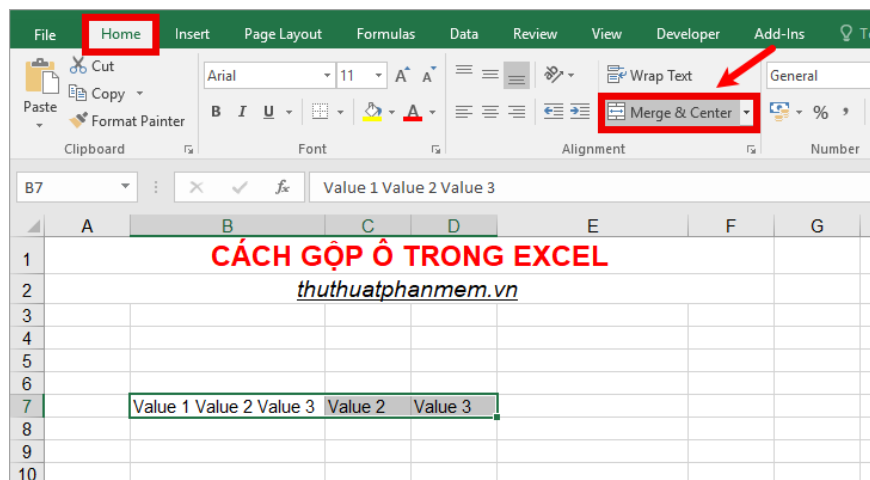


Thus all data will be moved to the position of the first cell on the left, next you delete the CONCATENATE function.



### Step 3: Merge the box.

After you have transferred all the data to the first cell in the cells to merge, you select the cells to merge and choose **Merge & Center** or choose **Merge Across** or **Merge Cell** as you want to merge cells.



So you will pool cells in Excel without losing data.

	A	B	C	D	E	F	G
1		<b>CÁCH GỘP Ô TRONG EXCEL</b>					
2		<i>thuthuatphanmem.vn</i>					
3							
4							
5							
6							
7		Value 1 Value 2 Value 3					
8							
9							
10							
11							
12							
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14							
15							
16							

Above are 3 ways to merge cells in Excel, you can apply to merge cells in Excel as needed. Hope this article will help you. Good luck!

You finished reading the article "**How to merge cells in Excel - Instructions to merge cells in Excel 2010, 2013, 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.