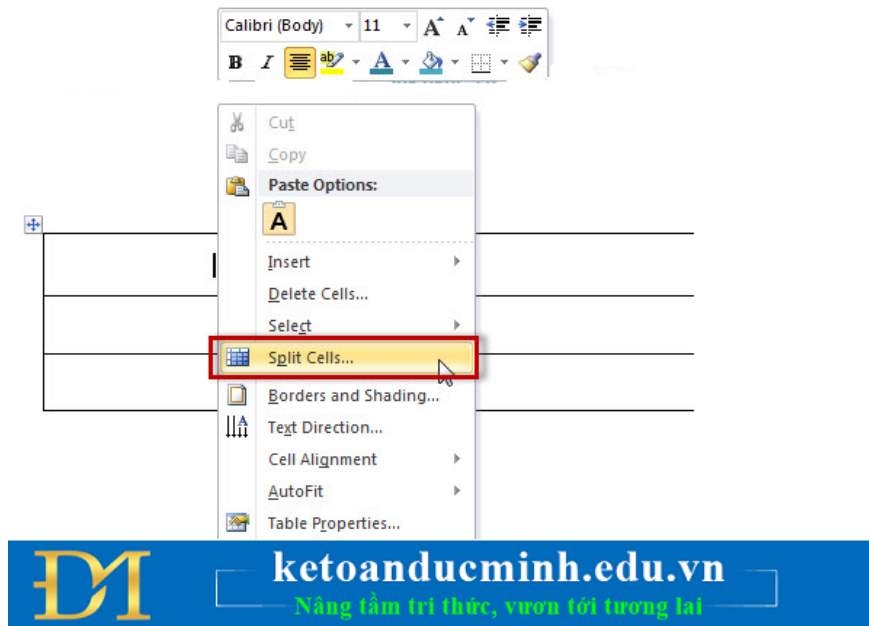


Instructions on how to split and merge cells in Word

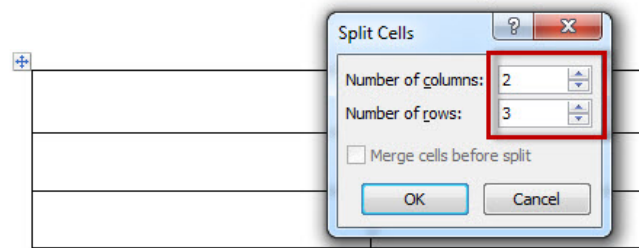
In Word, when you work with tables and want to split cells or merge cells, how to do?

1. Split a cell into 2 or more cells.

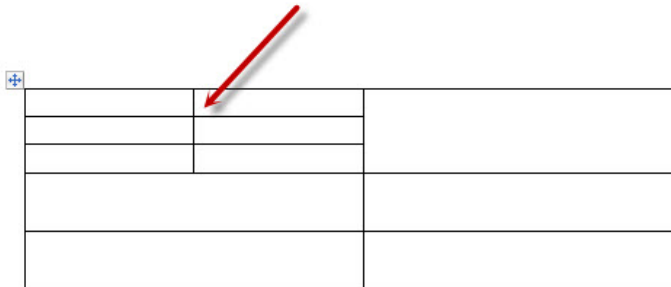
To split a cell into multiple cells, that is, split a cell with multiple rows or columns, you just need to put the cursor in that cell and right-click and choose Split Cells.



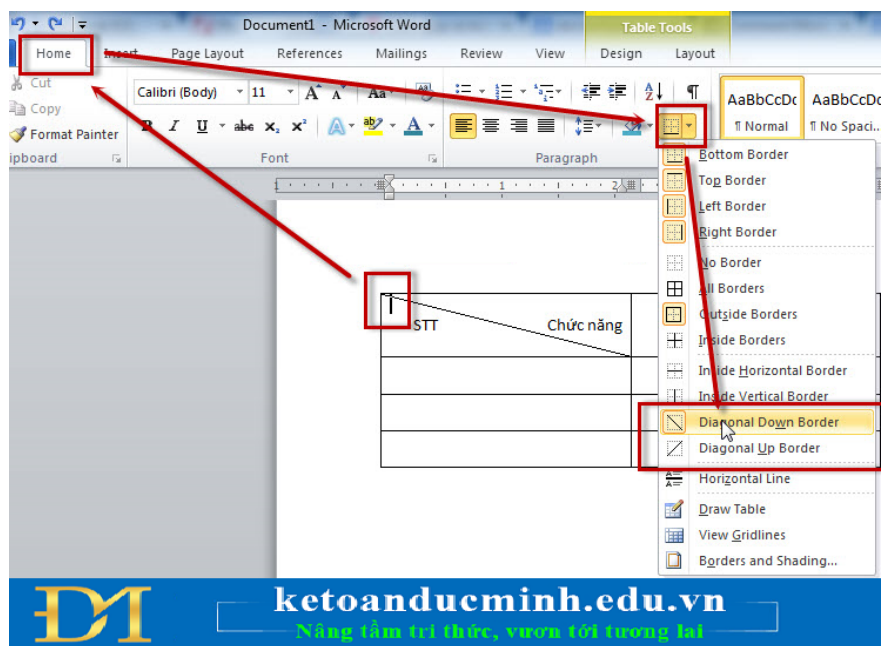
A Split Cells window will appear, where you enter the number of rows and columns you want to split and select OK.



The example above I want to create 2 columns and 3 rows and results

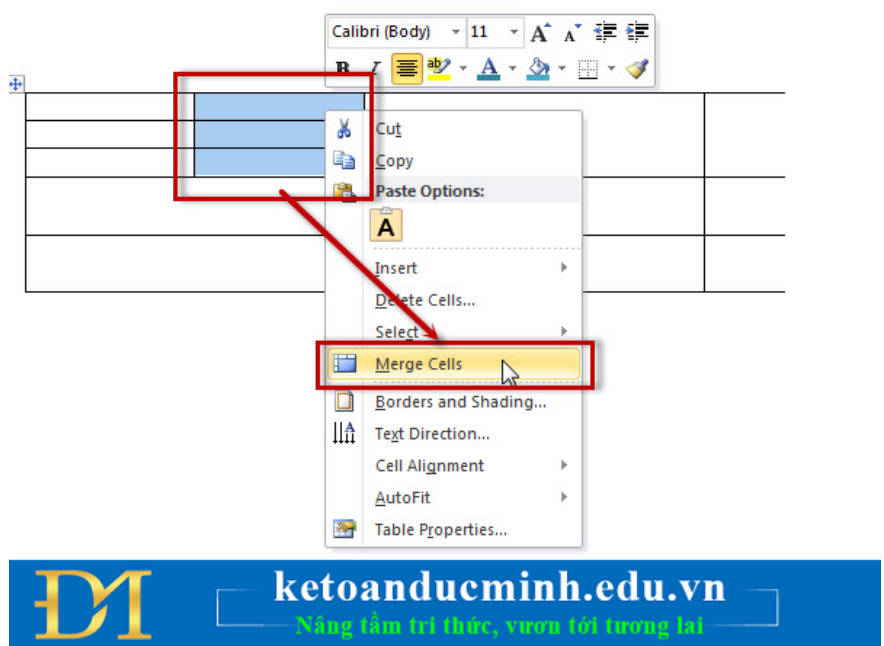


In addition to separating a cell into two cells containing diagonal lines between the two cells, you put your cursor in that cell and click the Home tab -> Select the Border icon as shown below and select the cross icon.

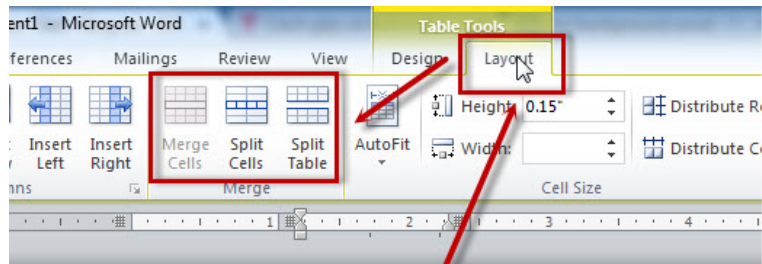


2. How to merge cells in Word.

In word, you can combine 2 or more cells together into 1 by highlighting the cells you want to merge, right-click and select Merge Cells as shown below.



And below are the results



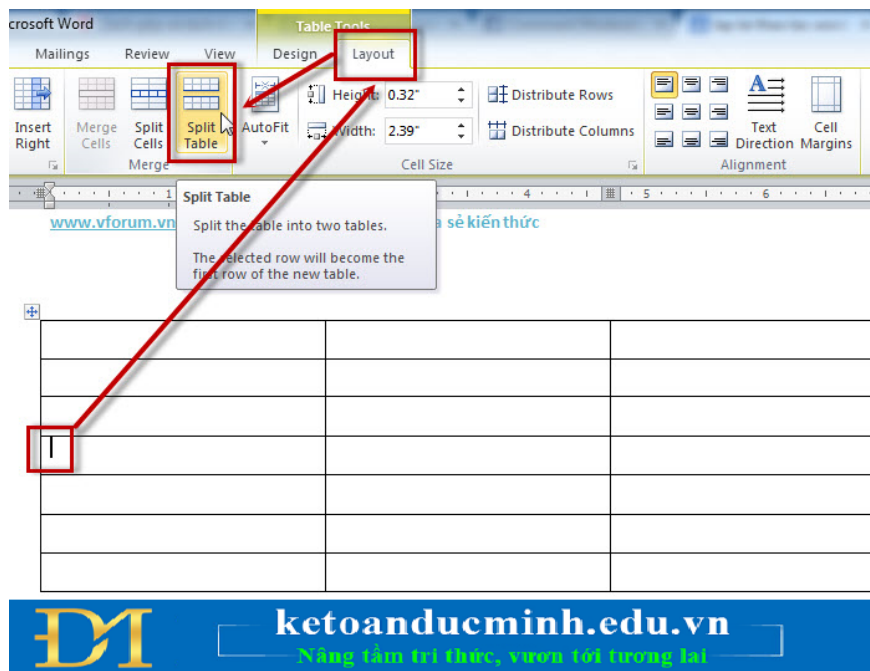
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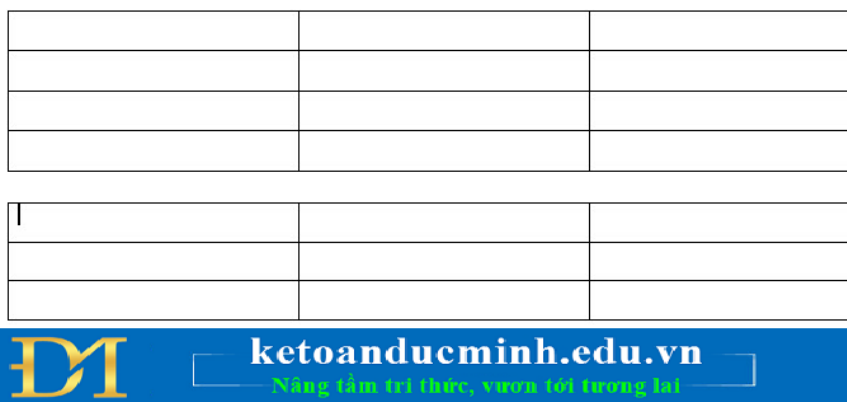
In addition to separating cells, combining cells you can also use tools in the Tables Tools section, but you should use the mouse to manipulate faster.

3. How to split a board into 2 tables.

To split a table into 2 tables, place your cursor on the part you want to split then go to Table Tools -> Split Table



But after separating maybe 2 tables will be nested, you have to select the table and drag it out, this is the result



Want to merge 2 tables you have to cut the current table, then put the cursor in the last box and then press Ctrl + V

You finished reading the article "**Instructions on how to split and merge cells in Word**" 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.