

Merge keyboard shortcuts in Excel

Merge keyboard shortcuts in Excel. Anyone who uses Excel knows the Merge tool to mix adjacent cells together into one cell. However, not all users are proficient in using the Merger shortcut to save time. Today Dexterity Software will introduce you to read some keyboard shortcuts to Merge in Excel.

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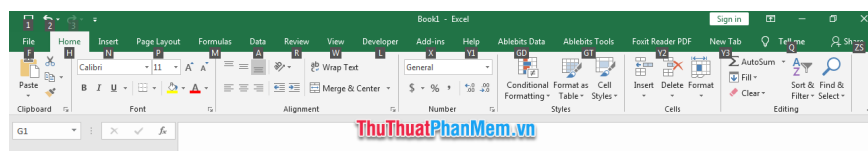
Use the available shortcut combinations

For example, if you have the following worksheet, you need to mix cells A1, B1, C1, E1, F1, G1 into one header cell.

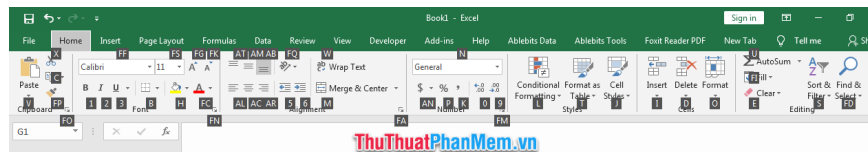
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	52,871	190,000	10,045,490,000
2	Chi nhánh Hải Dương	1/2018	Áo sơ mi nam	2,250	600,000	2,100,000,000
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	22,590	190,000	13,147,500,000
4	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38,729	190,000	9,682,250,000
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41,180	190,000	10,295,000,000
6	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4,255	600,000	2,553,000,000
7	Chi nhánh Huế	1/2018	Đầm nữ	7,358	600,000	4,414,800,000
8	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	600,000	541,200,000
9	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,672	600,000	1,003,200,000
10	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800	190,000	10,950,000,000

Step 1 : You select (blacken) cells A1, B1, C1, E1, F1, G1.

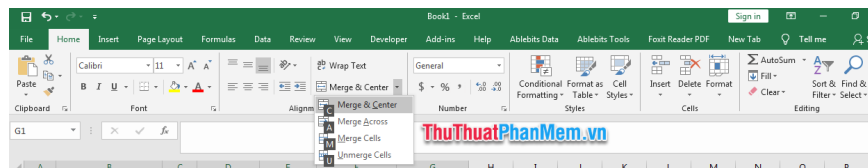
Step 2: Press and hold the **ALT** key on the keyboard. On the Ribbon of Excel will appear black squares with characters.



Step 3 : Keep holding the **ALT** key , press the **H** key to select the **Home** tab .



Step 4: Keep holding the **ALT** key , continue to press the **M** key to select the **Merge** tool .



Step 5 : Keep holding the **ALT** key .

1. To select **Merge and Center** (Mix and Align) press C;
2. To select **Merge Across** (Merge cells of the same line into one cell), press A;
3. To select **Merge Cells**, press the M key;
4. To delete the **Merge** setting (Split merged cells into single cells), press the U key.
5. The result is obtained if Ad selects the C key in **Step 5** .

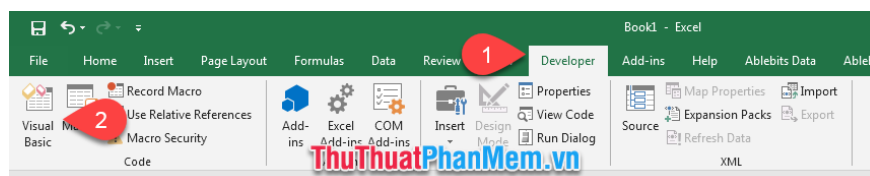
STT	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1	Chi nhánh Hà Nội	1/2018	Áo sơ mi nam	52,871	190,000	10,045,490,000
2	Chi nhánh Hải Dương	1/2018	Đầm nữ	3,500	600,000	2,100,000,000
3	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52,590	190,000	13,147,500,000
4	Chi nhánh Hải Dương	2/2018	Áo sơ mi nữ	41,700	190,000	9,682,250,000
5	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41,700	190,000	10,295,000,000
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Set up the Merge shortcut by running Macro

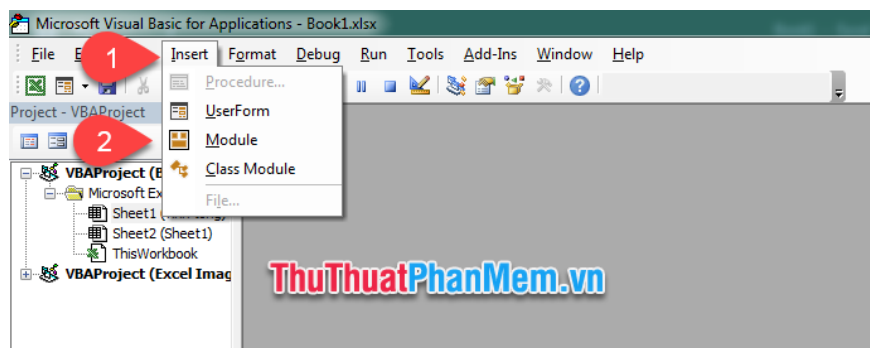
You can create your own keyboard shortcuts for the **Merge** tool by creating a small Macro for Excel.

To show **Developer** card, click here (<http://TipsMake.vn/macro-trong-excel-la-gi-cach-tao-va-chay-1-macro-trong-excel/>)

Step 1: Open the VBA window by selecting the **Developer** tab (1) => click on the **Visual Basic** icon (2) .

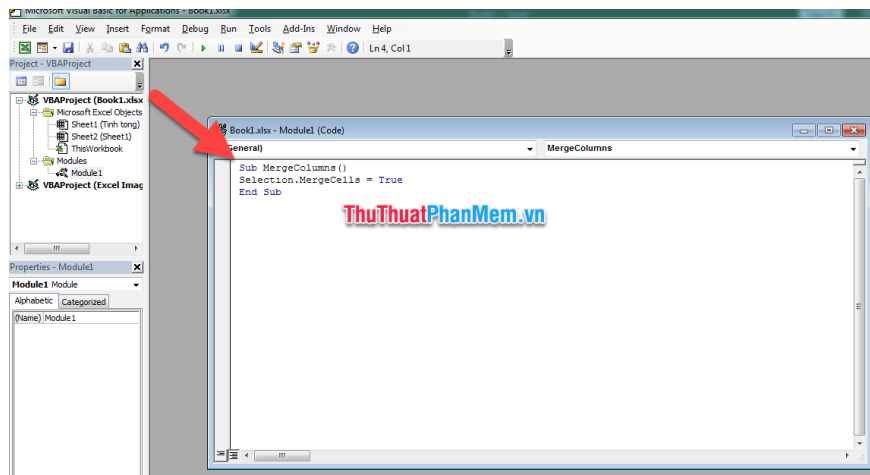


Step 2: Microsoft VBA window appears, select **Insert** (1) => click on the **Module** icon (2) .

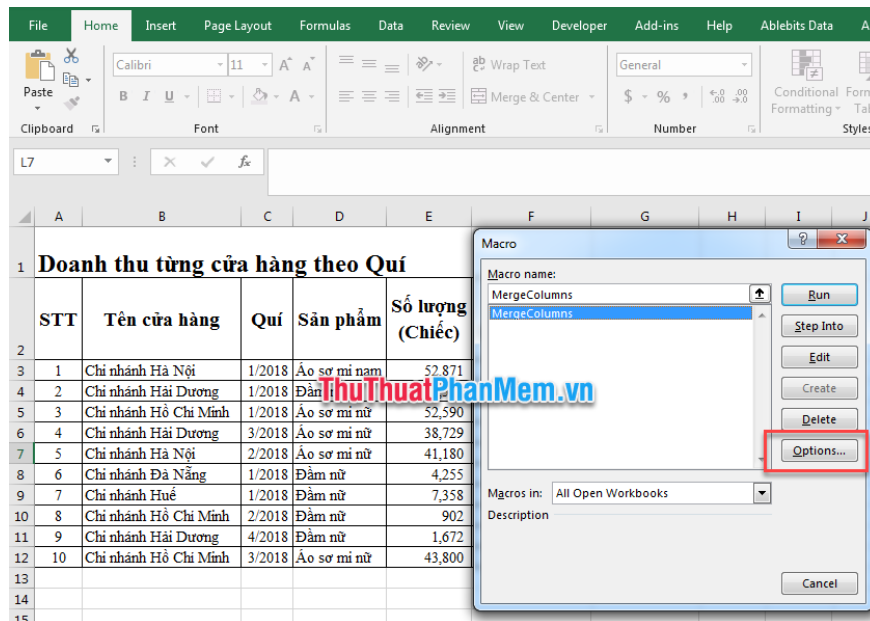


Step 3: Copy the following code into the **Module** .

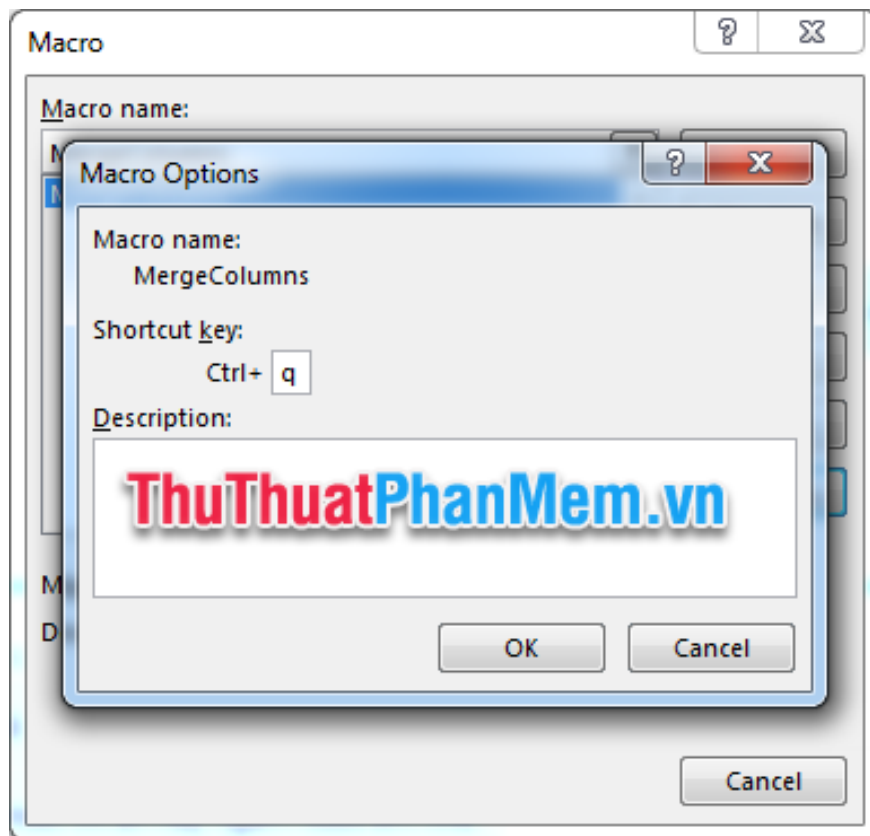
```
Sub MergeColumns() Selection.MergeCells = True End Sub
```



Step 4: Return to the Excel interface by pressing **Alt + Q** . Press the key combination **Alt + F8** to open the Macro window. Select the Macro *MergeColumns* you just created, click the **Options** button .



Step 5 : **Macro Options** dialog box appears. In the **Shortcut key** section, type the character you want to set, for example Q (when calling Macro, press **Ctrl + Q**). Click **OK** to close the **Macro Options** window . And **Cancel** to close the **Macro** window .



Step 6: You need to mix black-box, press **Ctrl + Q** . And get the results:

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Note: You should avoid Excel's default keyboard shortcuts to avoid confusion.

Good luck!

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