A1

|   | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 6 | | | | Column 1 | Column 2 | Column 3 | Column 4 | |
| 7 | | | | Item 1 | Item 1 | Item 1 | Item 1 | |
| 8 | | | | Item 2 | Item 2 | Item 2 | Item 2 | |
| 9 | | | | Item 3 | Item 3 | Item 3 | Item 3 | |
| 10 | | | | Item 4 | Item 4 | Item 4 | Item 4 | |
| 11 | | | | Item 5 | Item 5 | Item 5 | Item 5 | |

Hello, and welcome to Mark's Excel Tips. In today's video, we are going to show you how to merge cells using only shortcut keys in Excel 365. Let's get started.

Sheet1

# Don't Forget To Check Out My Recommended Excel Help Guides

**Excel Shortcuts Cheat Sheet**, Keyboard Shortcut, Over 150 Excel Shortcut Keys, Non-Slip Desk mat pad, Large Excel Shortcut Mousepad (35.4x15.74 in).

Excel: The Complete Illustrative Guide for Beginners to Learning any Fundamental, Formula, Function and Chart in Less than 5 Minutes with Simple and Real-Life Examples

**Excel Formulas QuickStudy Laminated Study Guide**. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.

DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick

| | Title For Column And Item Data | | | |
|---|---|---|---|---|
| | Column 1 | Column 2 | Column 3 | Column 4 |
| | Item 1 | Item 1 | Item 1 | Item 1 |
| | Item 2 | Item 2 | Item 2 | Item 2 |
| | Item 3 | Item 3 | Item 3 | Item 3 |
| | Item 4 | Item 4 | Item 4 | Item 4 |
| | Item 5 | Item 5 | Item 5 | Item 5 |

Here we have some data that we have added a title to in cell D5. We want to have the title in a single cell across the top of the data.
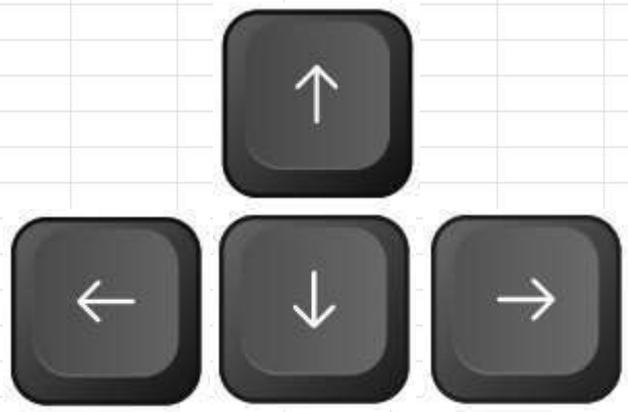
AutoSave  On    Save    Add-ins    Undo    Redo

A1

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | Title For Column And Item Data | | | | | | | | | | | | | | | | | | | | | |
| 6 | | Column 1 | Column 2 | Column 3 | Column 4 | | | | | | | | | | | | | | | | | | |
| 7 | | Item 1 | Item 1 | Item 1 | Item 1 | | | | | | | | | | | | | | | | | | |
| 8 | | Item 2 | Item 2 | Item 2 | Item 2 | | | | | | | | | | | | | | | | | | |
| 9 | | Item 3 | Item 3 | Item 3 | Item 3 | | | | | | | | | | | | | | | | | | |
| 10 | | Item 4 | Item 4 | Item 4 | Item 4 | | | | | | | | | | | | | | | | | | |
| 11 | | Item 5 | Item 5 | Item 5 | Item 5 | | | | | | | | | | | | | | | | | | |

First Cell

Active Cell

To merge the 4 cells at the top of the data, start by using your arrow keys, and move the active cell to the first cell that you want to merge.

Sheet1    Sheet2

D5 | Title For Column And Item Data

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 5 | | | | Title For Column And Item Data | | | |
| 6 | | | | Column 1 | Column 2 | Column 3 | Column 4 |
| 7 | | | | Item 1 | Item 1 | Item 1 | Item 1 |
| 8 | | | | Item 2 | Item 2 | Item 2 | Item 2 |
| 9 | | | | Item 3 | Item 3 | Item 3 | Item 3 |
| 10 | | | | Item 4 | Item 4 | Item 4 | Item 4 |
| 11 | | | | Item 5 | Item 5 | Item 5 | Item 5 |

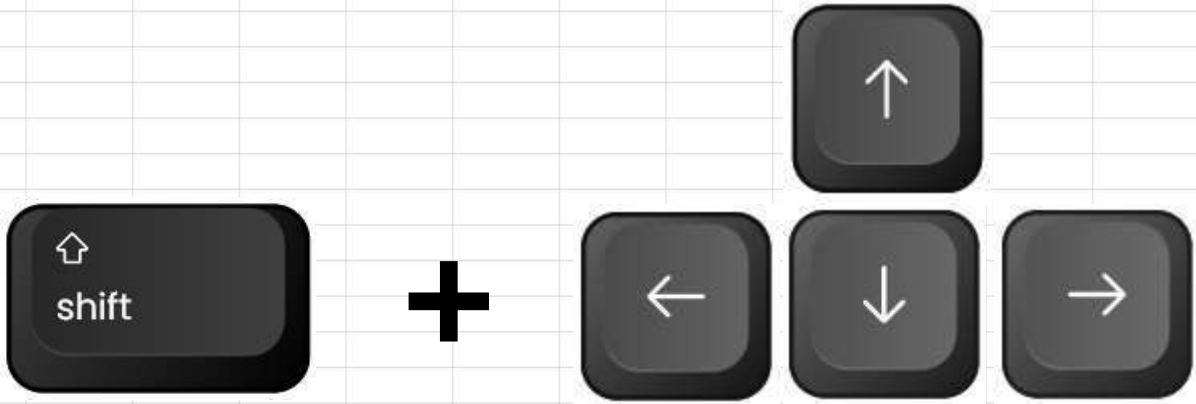You can see here that the title is in cell D5.

Sheet1    Sheet2

If we move over to any of the cells to the right of cell C5. Those cells are blank. This is important, and I will show you why here in a bit.
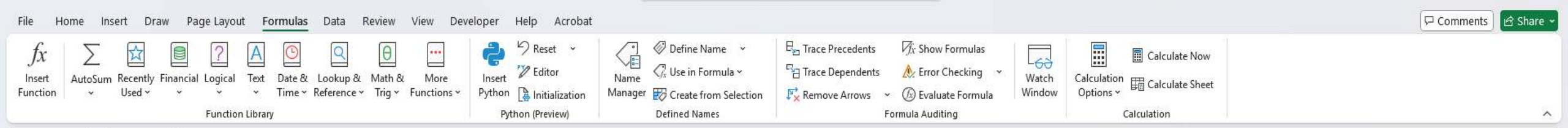
To highlight the cells that you want to merge. Make sure that the active cell is in the first cell that you want to merge.

D5 | Title For Column And Item Data

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 5 | | | | Title For Column And Item Data | | | | |
| 6 | | | | Column 1 | Column 2 | Column 3 | Column 4 | |
| 7 | | | | Item 1 | Item 1 | Item 1 | Item 1 | |
| 8 | | | | Item 2 | Item 2 | Item 2 | Item 2 | |
| 9 | | | | Item 3 | Item 3 | Item 3 | Item 3 | |
| 10 | | | | Item 4 | Item 4 | Item 4 | Item 4 | |
| 11 | | | | Item 5 | Item 5 | Item 5 | Item 5 | |

Press and hold the shift key, and use the arrow keys to highlight the cells you want to merge.

shift + ← ↓ → ↑

Sheet1 | Sheet2

Title For Column And Item Data

| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| Item 1 | Item 1 | Item 1 | Item 1 |
| Item 2 | Item 2 | Item 2 | Item 2 |
| Item 3 | Item 3 | Item 3 | Item 3 |
| Item 4 | Item 4 | Item 4 | Item 4 |
| Item 5 | Item 5 | Item 5 | Item 5 |

For this next step, you need to decide on what type of merge you want.

**To Merge & Center**. (Most commonly used.) → Press **Alt + H + M + C**

**To Merge Across**. (Merges selected cells in each row but not columns.) → Press **Alt + H + M + A**

**To Merge Cells**. (Merges without centering.) → Press **Alt + H + M + M**

**To Unmerge Cells**. (If you need to undo the merge.) → Press **Alt + H + M + U**

AutoSave ●On    💾 Save    Add-ins    ↩ Undo ∨    ↪ Redo ∨    ▾

D5    ▾    ⋮    ✕ ✓ fx ∨    Title For Column And Item Data    ▾

|   | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   | Title For Column And Item Data |   |   |   |   |   |   |
| 6 |   |   |   | Column 1 | Column 2 | Column 3 | Column 4 |   |   |   |
| 7 |   |   |   | Item 1 | Item 1 | Item 1 | Item 1 |   |   |   |
| 8 |   |   |   | Item 2 | Item 2 | Item 2 | Item 2 |   |   |   |
| 9 |   |   |   | Item 3 | Item 3 | Item 3 | Item 3 |   |   |   |
| 10 |   |   |   | Item 4 | Item 4 | Item 4 | Item 4 |   |   |   |
| 11 |   |   |   | Item 5 | Item 5 | Item 5 | Item 5 |   |   |   |

I want to Merge the cells and center the text, so I'm going to press the **Alt** key and then press **H + M + C.**

Sheet1 | Sheet2 | Sheet3

Select destination and press ENTER or choose Paste    100%

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | Title For Column And Item Data | | | | | | | |
| 6 | | | | Column 1 | Column 2 | Column 3 | Column 4 | | | | |
| 7 | | | | Item 1 | Item 1 | Item 1 | Item 1 | | | | |
| 8 | | | | Item 2 | Item 2 | Item 2 | Item 2 | | | | |
| 9 | | | | Item 3 | Item 3 | Item 3 | Item 3 | | | | |
| 10 | | | | Item 4 | Item 4 | Item 4 | Item 4 | | | | |
| 11 | | | | Item 5 | Item 5 | Item 5 | Item 5 | | | | |

This merges your cells and centers your title.

|   | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 6 |   |   |   | Column 1 | Column 2 | Column 3 | Column 4 |   |
| 7 |   |   |   | Item 1 | Item 1 | Item 1 | Item 1 |   |
| 8 |   |   |   | Item 2 | Item 2 | Item 2 | Item 2 |   |
| 9 |   |   |   | Item 3 | Item 3 | Item 3 | Item 3 |   |
| 10 |   |   |   | Item 4 | Item 4 | Item 4 | Item 4 |   |
| 11 |   |   |   | Item 5 | Item 5 | Item 5 | Item 5 |   |

One thing to keep in mind. If you have text in multiple cells that You're trying to merge, Excel will only save the text that is in the top left cell. All other text will be removed. If we press the **Alt** key and then press **H + M + C.**

You will get a pop-up warning that says, Merging cells only keeps the upper-left value and discards the other values.

| | Column 1 | | |
|---|---|---|---|
| Item 1 | Item 1 | Item 1 | Item 1 |
| Item 2 | Item 2 | Item 2 | Item 2 |
| Item 3 | Item 3 | Item 3 | Item 3 |
| Item 4 | Item 4 | Item 4 | Item 4 |
| Item 5 | Item 5 | Item 5 | Item 5 |

Choosing OK, merges your cells and centers the text that was in the top Left cell.

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