

**Course
&
Test Series**

Using Alignment, Wrap Text and Merge of Cells in MS Excel

Microsoft Excel

Module 3 - Using Alignment, Wrap Text and Merge of Cells in MS Excel

Alignment

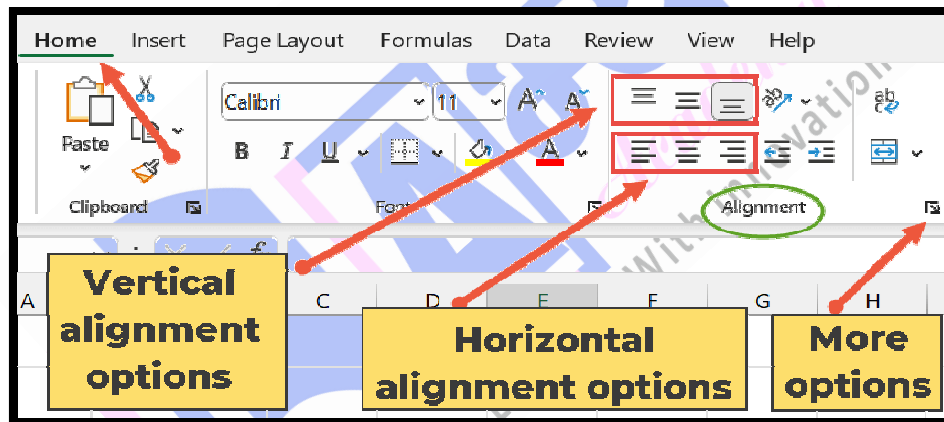
Alignment controls how the content inside a cell is positioned. You can align text or numbers in various ways:

1. **Horizontal Alignment:** You can align text or numbers to the left, center, or right of the cell.

- **Left Align:** Text or numbers will be aligned to the left side of the cell.
- **Center Align:** Text or numbers will be centered within the cell.
- **Right Align:** Text or numbers will be aligned to the right side of the cell.

2. **Vertical Alignment:** You can align the content in relation to the top, middle, or bottom of the cell.

- **Top Align:** The content is positioned at the top of the cell.
- **Middle Align:** The content is centered vertically in the middle of the cell.
- **Bottom Align:** The content is positioned at the bottom of the cell.



TASK: You want the **Product** column (Column A) to be **center-aligned**, the **Description** column (Column B) to be **left-aligned**, and the **Price** column (Column C) to be **right-aligned**.

Steps:

1. Select the cells in Column A, B, and C.
2. On the Home tab, go to the Alignment group.
 - Click **Center** for Column A (Product).
 - Click **Left Align** for Column B (Description).
 - Click **Right Align** for Column C (Price).

...many more

abhyasonline.in

Course & Test Series

- CBSE
- ICSE
- NTSE
- Banking & Insurance
- Central Govt. Service
- State Govt. Services
- LAW Entrance
- MBA Entrance
- Railways & Metro Services
- ...many more

abhyasonline.in

Using Alignment, Wrap Text and Merge of Cells in MS Excel

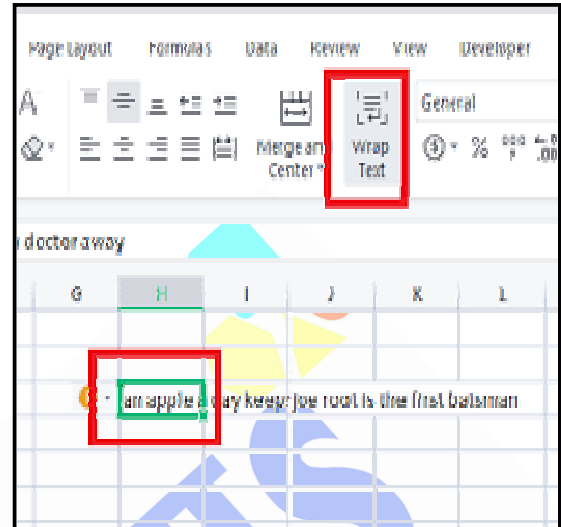
Now, the text will be positioned as you want: the **Product** will be centered, the **Description** will be aligned to the left, and the **Price** will be aligned to the right.

Wrap Text

Wrap Text is an option that allows the text within a cell to **automatically wrap** onto multiple lines if it is too long to fit in the current cell width. Instead of spilling over into adjacent cells, the text stays within the same cell, and the row height will increase to accommodate the multiple lines of text.

Example: If you type a long sentence in a cell and **Wrap Text** is enabled, the text will break into the next line within the same cell, making the content readable without overflowing into neighboring cells.

You can enable "Wrap Text" from the **Home** tab, in the **Alignment** group.



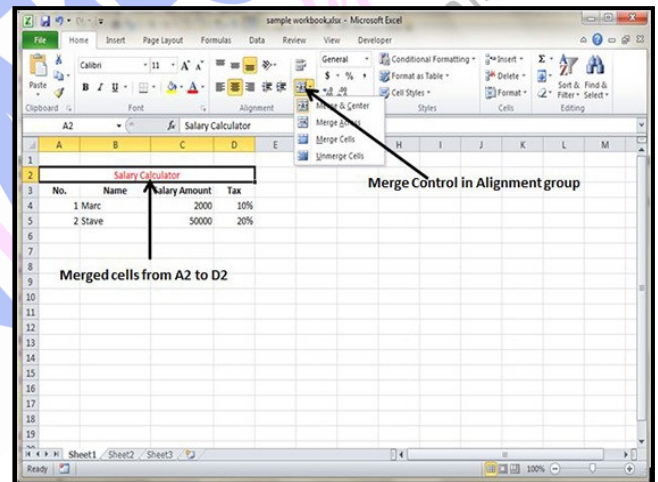
3. Merge Cells

Merge Cells is a feature that combines multiple cells into one larger cell. This is useful for headers or labels that need to span across multiple columns or rows.

- **Merge Cells:** Merging cells joins multiple selected cells into a single, larger cell. For example, if you select 2 cells in a row and choose to merge them, they will become a single cell.

- **Merge & Center:** This merges the selected cells and also centers the content inside the newly merged cell.

- **Unmerge Cells:** If you want to revert merged cells to their original state, you can unmerge them.



**Course
&
Test Series**

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**

abhyasonline.in

Using Alignment, Wrap Text and Merge of Cells in MS Excel

Assignment

Use Wrap Text and Different Alignment options to make the given assignment in MS Excel.

	A	B	C	E
1	Customer Name	Feedback	Address	
2	John Smith	The product is amazing! I love the quality and the customer service was excellent. Highly recommended.	123 Main St, Anytown	
3	Emily Johnson	I'm very disappointed with the product. It arrived damaged and the customer service was unresponsive.	456 Elm St, Otherville	
4	Michael Brown	The product exceeded my expectations. It's exactly what I needed. Thank you for the fast shipping!	789 Oak St, Somewhere	
5	Sarah Lee	The product arrived on time and in perfect condition. I'm very satisfied with my purchase.	101 Pine St, Nowhere	
6	David Wilson	The product quality is great, but the delivery took longer than expected. Overall, satisfied with the purchase.	202 Maple St, Anytown	
7				

