

# Using Microsoft Office 2003 Intermediate Publisher Handout

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## Introduction

This handout is a continuation to the Introduction to Microsoft Publisher 2003 handout. The introductory handout covered the basics of **Publisher** and how to develop a publication from scratch and work with text boxes. To obtain a copy, go online and visit <http://www.calstatela.edu/handouts>.

In this part, Publisher offers ways to automate the design procedure in the form of the **Task Pane**, drawing tools, wizards, and the *Design Gallery*. With these tools, publications can be developed effectively and professionally.

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## Working on a Page

When creating a new publication, Publisher starts with a blank page. Depending on the publication type, it is possible to change the publication layout, insert and delete pages, and set layout guides dividing the publication into different sections.

### SETTING PUBLICATION LAYOUT

Before modifying a publication it is wise to set the page layout first. The page layout affects how the publication will be printed. There are two types of layouts available, portrait and landscape. The portrait layout will use the width of the paper as the top of the page; the landscape layout uses the length of the paper as the top of the page.

To set up the layout:

1. Select the **File** menu ► **Page Setup**. The *Page Setup* dialog box opens.
2. Select the type of publication from the *Publication Type* list box.
3. Select *Portrait* or *Landscape* orientation in the *Orientation* section ► **OK** button.

### INSERTING AND DELETING PAGES

Certain publications contain more than one page (e.g. catalogs and brochures). For these types of publications, it is possible to add or remove pages from the publication.

To insert a new page:

1. Select the **Insert** menu ► **Page**. The *Insert Page* dialog box opens (see Figure 1).
2. Enter a value in the *Number of new pages:* text box.
3. Choose the *Before current page* or *After current page* option button.
4. Choose an option in the *Options* section ► **OK** button.

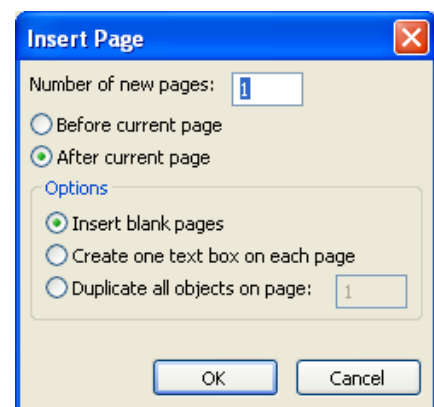



Figure 1 – Insert Page Dialog Box

### MOVING FROM PAGE TO PAGE

Some publications contain more than one page. An invitation (for example) created with a wizard usually has four pages by default. Pages can be selected using the **Page Navigation** buttons  located on the *Status* bar. In addition, one or two pages can be display simultaneously. The two-page view is useful for making side-by-side comparisons of adjacent pages.

### **!NOTE:**

The **Two-Page Spread** setting is saved along with the publication. If it is disabled, Publisher will display one page at a time the next time the publication is opened.

## **DELETING PAGES**

If a page no longer necessary, it can be deleted. If the **Two-Page Spread** view is used, either one or both pages may be deleted.

To delete a page:

1. Select the page.
2. Select the **E**dit menu ► **D**elete **P**age.

### **!NOTE:**

When deleting pages, all objects within the page will also be deleted. If any of these objects need to be retained, move the desired objects off the canvas and onto the work area (gray area around the page) prior to deleting the page. Those objects will not be printed when off the canvas, however, the objects can be moved into the other pages of the publication.

## **Enhancing Publication Text**

Enhancing the publication can help give it a more professional appearance. Publisher provides many useful options for enhancing the publications. There are various options for many of the publication types. Various color schemes can be selected as well as different font schemes.

## **PUBLICATIONS OPTIONS TASK PANE**

After a publication type has been selected, the **Task Pane** automatically displays an options menu that can be used to make changes to the document, such as layout, size, and the placement of content-related objects. This menu will vary depending on the type of template chosen (i.e. if a “*Calendar*” publication type is chosen, it will give the **Calendar Options** Task Pane). An example of the **Quick Publication** Task Pane shown in Figure 2.

### **!NOTE:**

The **Quick Publication** Task Pane can also be accessed by clicking the *Other Task Panes* drop-down arrow ▼ and selecting **Quick Publications Options**.

## **PUBLICATIONS DESIGNS TASK PANE**

The **Publications Designs** Task Pane is available to change the design template that is being used for the publication.

To access the **Publication Design** Task Pane:

1. Select a design template and click the **Other Task Panes** drop-down arrow.
2. Select the **Publications Designs** command on the drop-down menu. A menu with various templates will appear in the **Task Pane** (see Figure 2).
3. Click to select one of the templates to change the design.



Figure 2 – Quick Publication Options Task Pane

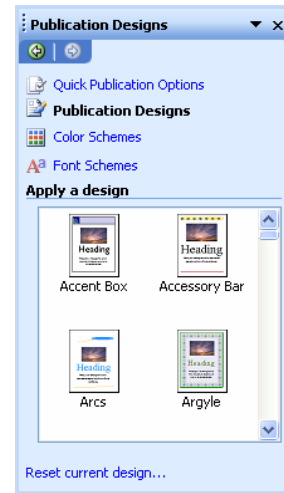


Figure 3 – Publication Design Task Pane

## Resetting a Publication Design

The **Publication Design** Task Pane also allows for resetting any aspect of a template layout back to its default design.

To reset any aspect of a template back to its default layout setting:

1. Click the **Reset Current Design...** link at the bottom of the **Publication Design** Task Pane. The *Reset Design* dialog box opens (see Figure 4).
2. Select the elements of the template that need resetting by clicking the appropriate check boxes. To reset the entire publication, click the *All of the above* check box ► **OK** button. A warning dialog box opens ► **OK** button.

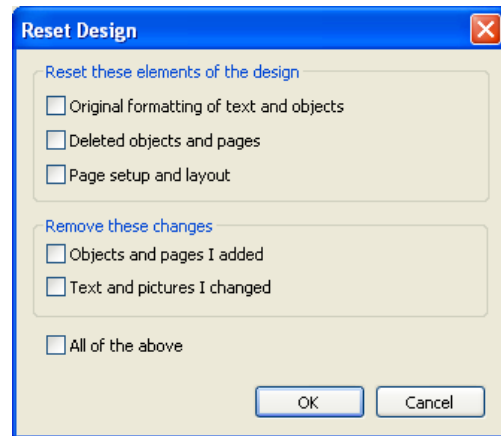


Figure 4 – Reset Design Dialog Box

## USING COLOR SCHEMES

Publisher offers pre-defined color schemes that can be used to alter a publication.

To apply a color scheme:

1. Select the **Format** menu ► **Color Schemes**. The **Color Schemes** Task Pane opens (see Figure 5).
2. Select one of the color schemes. It will be applied to the publication.



Figure 5 – Color Scheme Task Pane



Figure 6 - Color Schemes Dialog Box

## CREATING A CUSTOM COLOR SCHEME

Every publication is automatically associated with a defined set of colors called a standard color scheme. That color scheme can be changed to another scheme, or a new scheme can be created and saved if none of the standard color schemes suffice. A **Custom Color Scheme...** is an altered pre-set color scheme or a newly created color scheme.

To create a Custom Color Scheme:

1. Click the **Custom Color Scheme...** link at the bottom of the **Color Schemes** Task Pane. The *Color Schemes* dialog box opens (see Figure 6).
2. Select new colors for each page object in the *Scheme Colors* section.
3. Click the **Save Scheme...** button. The *Save Scheme* dialog box opens.
4. Name the scheme and click the **OK** button. The new color scheme will now appear in the **Color Schemes** Task Pane.

## DELETING A CUSTOM COLOR SCHEME

Publisher allows a user to delete custom color schemes that are no longer in use from the Task Pane.

To delete a custom color scheme:

1. Click the **Custom Color Scheme...** link at the bottom of the **Color Schemes** Task Pane. The *Color Schemes* dialog box opens.
2. Click the *Standard* tab ► Select the custom color scheme to be deleted from the color scheme list.
3. Click the **Delete Scheme** button. A confirmation window opens.
4. Click the **Yes** button ► **OK** button.

## FONT SCHEMES TASK PANE

Each publication design includes its own font scheme. A font scheme is a combination of font typefaces and font sizes assigned to different text in the publication. Font schemes use different size fonts for the text elements in publication; a larger font size for main headings, a much smaller font size for body text, and other sizes for various elements.

To apply a font scheme using the Task Pane:

1. Click the **Other Task Panes** drop-down arrow.
2. Select the **Font Schemes** command. The **Font Schemes** Task Pane opens (see Figure 7).

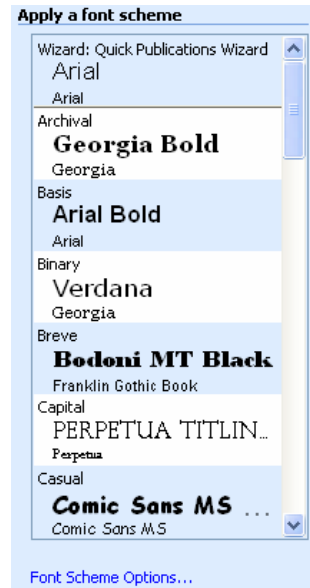
**!NOTE:**

The non-indented top line in each scheme box is the scheme name. There are two font styles in each selection box, the major font and the minor font. The major font is used for the title and the headings. The minor font is used for the body text.

3. Select a font scheme. A preview will show what the publication will look like with the font scheme in the **Work** Pane.
4. Click the drop-down arrow on the right side of the font scheme box. The drop-down menu opens ► **Apply Scheme**.

**!NOTE:**

The drop-down arrow appears only on the currently highlighted font scheme.



**Figure 7 - Font Schemes Task Pane**

### Duplicating a Font Scheme

Publisher does not allow modifications to the pre-defined font schemes. To define and modify a custom font scheme, an existing scheme must be duplicated and renamed.

To duplicate a font scheme:

1. Select a font scheme and click the drop-down arrow on the right side of the font scheme box. The drop-down menu opens ► **Duplicate Scheme** ► The *Duplicate Font Scheme* dialog box opens.
2. Type in a new name ► **OK** button. The duplicate font scheme will now appear on the **Font Schemes** Task Pane.

### Deleting a Font Scheme

The pre-defined font schemes cannot be modified or removed, but the custom font schemes can be deleted any time.

To delete a font scheme:

1. Select a duplicated font scheme and click the drop-down arrow on the right side of the font scheme box. The drop-down menu opens.
2. Select **Delete Scheme**. The *Delete Font Scheme* dialog box opens ► **Yes** button.

### Working with Pictures

Pictures are always helpful for making the publication more aesthetically sound. Pictures serve to improve the overall look of the publication. Two types of images can be inserted into the publication. *ClipArt* images (see Figure 8) can be inserted via the *Clip Art Gallery*, and external can be inserted via the **Insert Picture from File...** menu command.

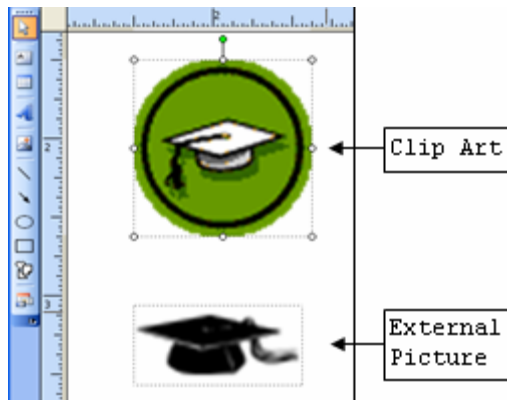



Figure 8 - Pictures Inserted from Clip Gallery/External Source

## INSERTING A CLIP ART

Publisher provides a *Clip Gallery* that includes (see Figure 8), sound clip files, and motion clip files. Add clips to the publications to as necessary.

To insert a Clip Art:

1. Click the **Picture Frame** button  on the **Objects** toolbar ► **Clip Art**. The **Clip Art** task pane opens (see Figure 9).
2. Type the keyword in the *Search for:* box to locate an appropriate *Clip Art*.
3. Click the **Go** button. The *Clip Gallery* objects that match the search term will appear in the **Task Pane**.
4. Scroll down if necessary. Click the desired image to insert it onto the publication.
5. Move the image to the desired location on the page by clicking on it and dragging with the mouse.

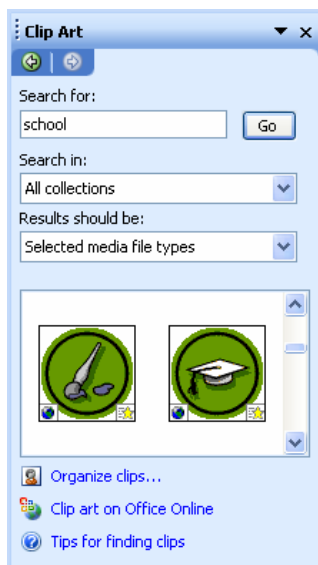


Figure 9 – Clip Art Task Pane

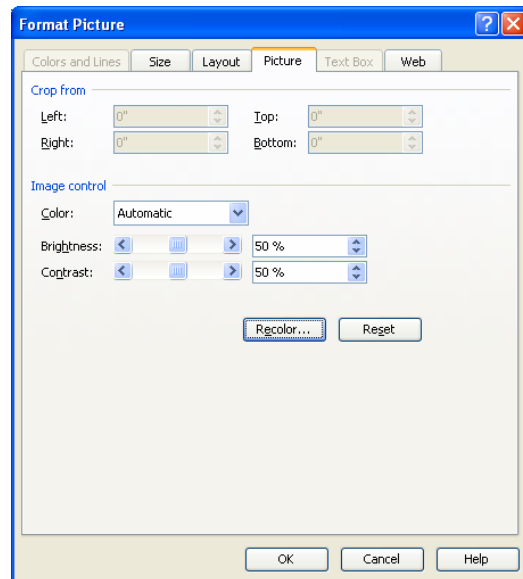



Figure 10 – Format Picture Dialog Box

## INSERTING AN EXTERNAL PICTURE

The *Clip Gallery* may not always contain an appropriate image. For this reason, there is an option to insert an existing image stored in another location. Images include scanned photographs, graphics, and drawn objects saved as files.

To add an external picture:

1. Click the **Picture Frame** button  on the **Objects ► Picture from File**. The mouse pointer changes to cross-hair.
2. Click on the canvas where the image will be placed. The *Insert Picture* dialog box opens.
3. Locate the picture file to be inserted and select it ► **Insert** button.

## **RE-COLORING A PICTURE**

Publisher has an option to recolor an inserted picture. The original *Clip Art* or photograph may be in multiple colors; Publisher can change the color to one that is more suitable for the publication. This is not a replacement for an image editing program.


To recolor a picture:

1. Select the picture ► **Format** menu ► **Picture...** The *Format Picture* dialog box opens (see Figure 10).
2. Click the **Recolor...** button. The *Recolor Picture* dialog box opens.
3. Click the **Color:** drop-down arrow to change the picture color. Select **More colors...** or **Fill effects...** for more options.
4. Click either the *Recolor whole picture* or *Leave black part black* option button ► **OK** button ► **OK** button.

## **CROPPING A PICTURE**

Cropping a picture is a helpful option for removing excess portions of an image. Cropping cuts off the extra information, reducing the size of the picture.

To crop a picture:

1. Select the picture. The **Picture** toolbar will appear. (If it does not right-click any toolbar and select **Picture**).
2. Click the **Crop** button .
3. Drag the sizing handles toward the center of the picture until the desired result is reached.
4. Click the **Crop** button again to complete the crop.



## **Creating Tables**

Tables can be used to present information and data in an organized format. Tables can be used for a wide variety of publication types, such as brochures, calendars, menus, flyers, catalogs, and web pages.

## **CREATING A NEW TABLE**

When a new publication is created by a wizard, a table will be preloaded if it is present in the template. Otherwise, a table can be created with the **Insert Table** button on the **Objects** toolbar.

To create a new table:

1. Click the **Insert Table** button  on the **Objects** toolbar. Notice that the mouse pointer changes into a crosshair .
2. Drag the mouse to define the area of the table in the publication, the *Create Table* dialog box opens (see Figure 11).

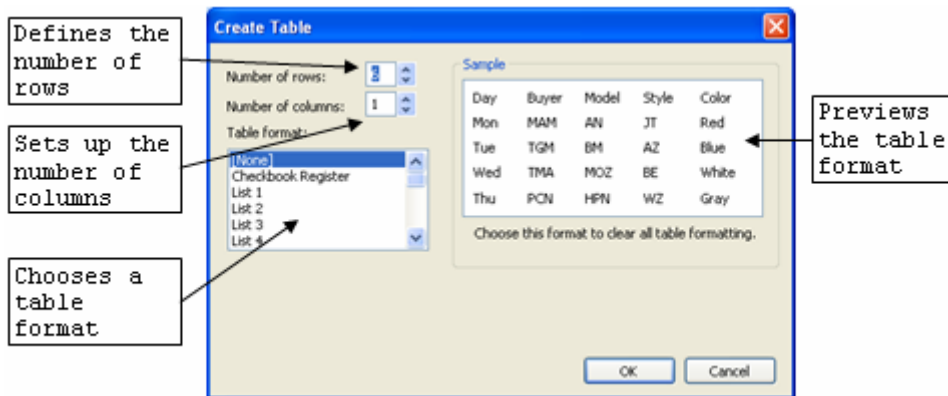




Figure 11 - Create Table Dialog Box

3. Enter the desired number of rows and columns ► **OK** button.

## IDENTIFYING A TABLE

A table is different from a text box in that the information in tables is organized into cells (see Figure 12).

When a table is selected, it looks different from a table that is not selected. A selected table has resizing handles  around it and a green rotating handle  on top that enables rotation. The table has transparent gridlines that makes working on the table easy. To print gridlines, add borders to the cells in the table. The selection handles will not be printed. On the non-selected table the selection handles do not show. Notice that the non-printing gridlines still appear (see Figure 13).

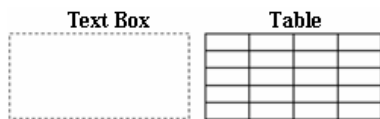


Figure 12 - Text Box vs. Table

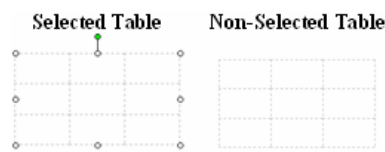


Figure 13 - Selected and Non-Selected Tables

## Formatting a Table

When a table is first created, the columns and rows are spaced evenly within the selected area for the table frame. The spacing that is created is not fixed and can be modified. Table formatting can be changed manually or by selecting the **Table AutoFormat** function.

## USING TABLE AUTOFORMAT

After a table has been created, **Table AutoFormat...** feature can be used to select a style that is applied to the entire table. The style automatically changes table size, font properties, borders, shading, and colors.

To change the style using the Table AutoFormat:

1. Click inside the table to select it.
2. Select the **Table** menu ► **Table AutoFormat...**. The *Auto Format* dialog box opens
3. Click the **Options>>** button to choose more options (see Figure 14).

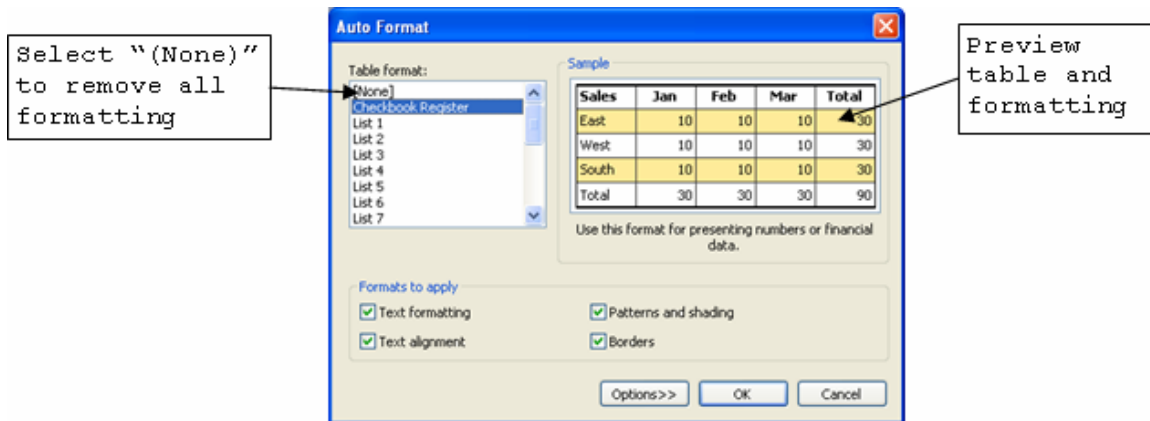


Figure 14 - Changing Table AutoFormat

4. Select the desired format from the *Table format:* list box ► **OK** button.

**!NOTE:**

To remove all text, line, and fill formatting from the table, select “(None)” in the *Table format:* list box. The rows and columns are still present, and the default text with font “*Times New Roman*” sized to 12 points will be applied.

## ADDING FILL COLOR

Adding fill color to a table enhances the appearance of the table.

To add fill color:

1. Select the row, column, or individual cell(s) to fill with color.
2. Select the **Format** menu ► **Table...**. The *Format Table* dialog box opens (see Figure 15).
3. In the *Fill* section, click the *Color:* drop-down arrow and select a color. For more options, select **More Colors...**. The *Colors* dialog box opens (see Figure 16).
4. Select the *Standard* tab, and select the desired fill color ► **OK** button ► **OK** button.

**!NOTE:**

If the publication contains background, it is necessary to use the *Transparency:* arrow button to make the background shown behind the table.

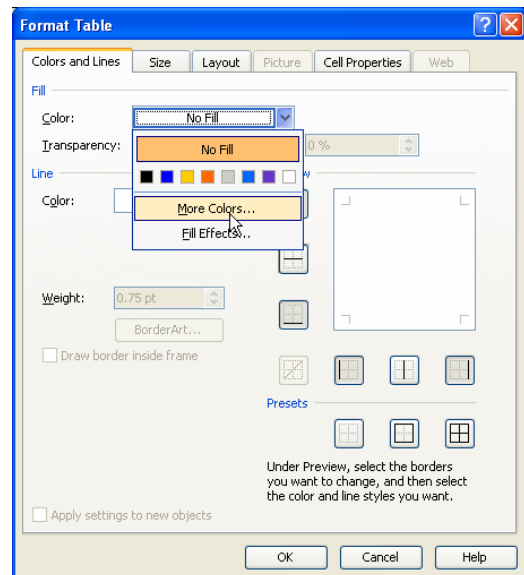


Figure 15 – Format Table Dialog Box

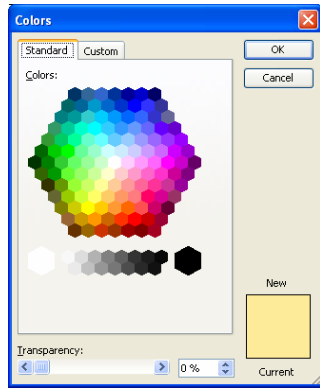


Figure 16 - Color Dialog Box

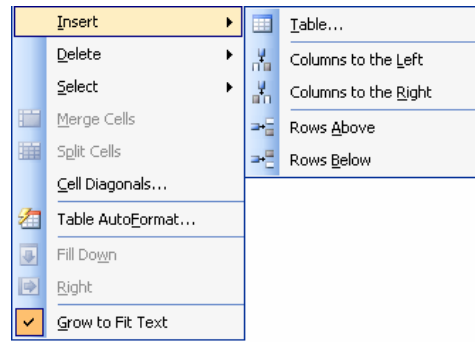


Figure 17 - Inserting Rows and Columns

## INSERTING ROWS AND COLUMNS

When a table is created, the number of rows and columns is defined. If additional rows or columns need to be added, the table does not need to be recreated; new rows and columns can be inserted into the current table.

A column can be inserted to the left or right of the current column; a row above or below the current row. Multiple rows or columns can be added by first selecting the same number of columns or rows to add and then inserting the columns or rows.

To insert row(s) and column(s):

1. Click a cell next to where a new row or column will to be added.
2. Select the **T**able menu ► **I**nsert. A sub-menu opens (see Figure 17).
3. Select **C**olumns to the **L**eft or **C**olumns to the **R**ight to insert a column or **R**ows **A**bove or **R**ows **B**elow to insert a row.

## REMOVING ROWS AND COLUMNS

Unnecessary rows and columns can be deleted, or if desired, the users can delete only the contents of the cells. Either way, it is necessary to select the affected cells first. To delete the text in the cells without deleting the cells, select the text and press the **[Delete]** key; the cells will remain. To delete the cells in the column or row, use a **T**able menu command.

To delete row(s) and column(s):

1. Select a cell or multiple cells in the row(s) or column(s) that need to be deleted.
2. Select the **T**able menu ► **D**elete. A sub-menu opens (see Figure 18).
3. Select **C**olumns to delete the column(s) or **R**ows to delete the row(s). To remove the entire table, select **T**able.

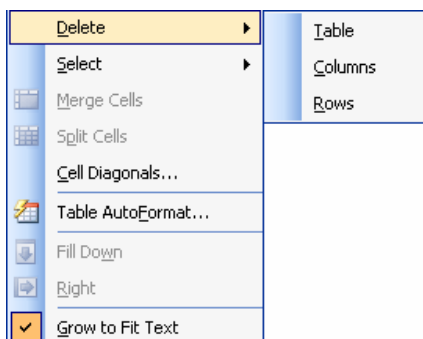


Figure 18 - Deleting Rows and Columns

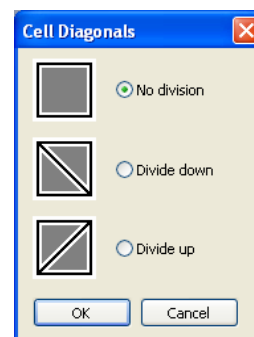


Figure 19 - Cell Diagonals Dialog Box

## **APPLYING CELL DIAGONALS**

Cell diagonals are useful to emphasize a section of a table, either blocking out a cell in a table, or to place a row or column header in the same table cell. It is possible to place diagonal divisions in a single cell, multiple cells, or merged cell(s).

To insert diagonal divisions in cell(s):

1. Select a cell or multiple cells.
2. Select the **Table** menu ► **Cell Diagonals...** The *Cell Diagonals* dialog box opens (see Figure 19).
3. Select the desired style of diagonal division ► **OK** button.

## **RESIZING A TABLE**

To make a table fit better in the publication, it can be modified to a size reflecting user preferences.

To resize an entire table:

1. Click inside the table to select it.
2. Place the mouse pointer over one of the selection handles until it turns to two-sided arrow (see Figure 20).
3. Drag the selection handle to resize the table.

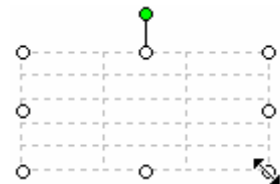


Figure 20 - Resizing a Table

### **!NOTE:**

The selection handles in the middle resizing the table in one direction while the selection handles at the corner resizing the table in two directions.

## **RESIZING ROWS AND COLUMNS**

In addition to resizing the entire table, it is possible to resize individual rows and columns, or simultaneously resize multiple rows and columns to the same size.

To resize a row or a column:

1. Select the row or a column to be resized. Highlight multiple rows or columns as needed.
2. Place the mouse pointer over the gridline and drag. Dotted lines will appear to show the new rows or columns sizes (see Figure 21 and Figure 22).
3. Release the pointer when desired row or column size has reached.

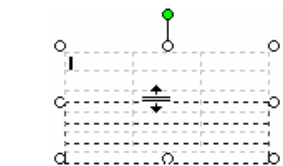


Figure 21 - Resizing Rows

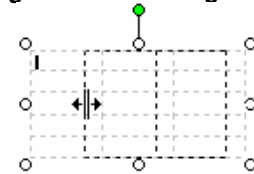



Figure 22 - Resizing Columns

## **REMOVING AN ENTIRE TABLE**

Tables serve as objects in Publisher; tables are removed from the publication the same way as any object.

To delete an entire table:

1. Right-click the table to be removed ► **Delete Object**.
2. Click the **Undo** button  to bring back the table if it was removed accidentally. Otherwise, the table and its content are deleted.

**!NOTE:**

It is also possible to select the **E**dit menu ► **D**elete Object command to remove the table.

## Importing a Table

If a table has already been created in another program it can be imported to the publication and modified as desired.

## **CREATING AND MODIFYING A TABLE BASED ON AN EXTERNAL TABLE**

It is possible to create a new table or modify an existing table in Publisher based on a table that has been created in other applications, such as Word and Excel.

To create a table in Publisher from external data:

1. Open the file that contains the necessary table.
2. Highlight and copy the entire table or the range of cells to be used in Publisher.
3. Create a new Publisher file, or open the one in which the table should be created.
4. Select the **E**dit menu ► **P**aste. The external table will be pasted to the publication as a new object.

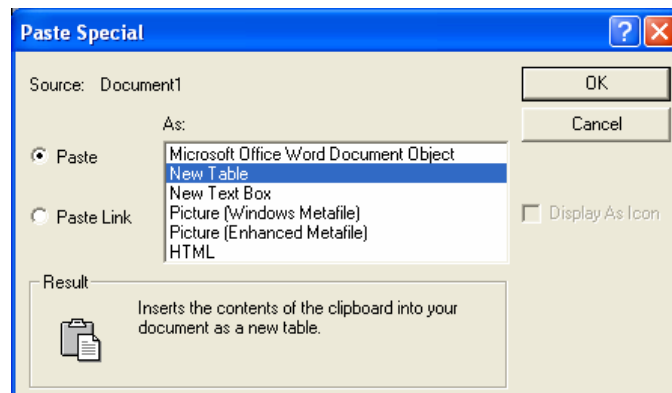
To create a new table or modify an existing table in Publisher based on the external table:

1. Open the file that contains the necessary table.
2. Highlight and copy the entire table or the range of cells to use in Publisher.
3. Open the Publisher file where the table will be created or modified and highlight the table if it is already exists.

**!NOTE:**

Pasting new data from an external source to the entire Publisher table will overwrite the original table data in Publisher. To keep the original data, do not highlight the cells that contain the data before pasting new data.

4. Select the **E**dit menu ► **P**aste **S**pecial.... The *Paste Special* dialog box opens (see Figure 23).



**Figure 23 - Paste Special Dialog Box**

5. Select the necessary pasting options in the **A**s: list box ► **O**K button.

**!NOTE:**

Selecting the **Paste Link** option creates link between the original table in the application it has been created, and the publication. Every changes of original table will change the table in Publisher automatically.

**!NOTE:**

If the data on the Clipboard is too big to fit in the current table, the *Microsoft Publisher* dialog box opens (see Figure 24). Select the appropriate option.

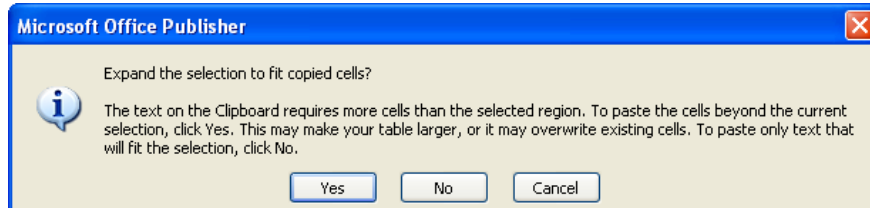


Figure 24 - Publisher Dialog Box for Data Importing

## Working with Text and Cells in Tables

Publisher provides the users with very useful functions for working with tables. While creating a table, sometimes it is necessary to merge two or more cells so the multiple cells act as one cell. Also, entering information into the table is a time consuming process. In cases when the information for particular row or column is the same, it is no need to fill each cell one by one. Instead, the users can use **Fill Down** or **Fill Right** options.

### REPEATING TEXT IN CELLS

In some cases tables can contain information that repeats for all entire row or column. Publisher has a function to insert the same information to multiple cells without retyping it.

To add identical text or character in a column:

1. Click inside the table to select it.
2. Type the text in the first cell of the column.
3. Highlight all the cells of the column (excluding the heading) that should contain the same text, including the cell where the repeated text has been typed (see Figure 25).
4. Select the **Table** menu ► **Fill Down**. The selected cells of the column will be filled with the same text according to the content of the first cell.

| Products   | Item No. | Price  | Customer     |
|------------|----------|--------|--------------|
| Apple      | 100      | \$1.95 | Ms. Grace Ho |
| Pear       | 110      | \$2.50 |              |
| Cherry     | 123      | \$3.00 |              |
| Pineapple  | 145      | \$2.20 |              |
| Strawberry | 156      | \$0.99 |              |

Figure 25 - Fill Down Text in a Column

| Products   | Item No. | Price  | Customer     |
|------------|----------|--------|--------------|
| Apple      | 100      | \$1.95 | Ms. Grace Ho |
| Pear       | 110      | \$2.50 | Ms. Grace Ho |
| Cherry     | 123      | \$3.00 | Ms. Grace Ho |
| Pineapple  | 145      | \$2.20 | Ms. Grace Ho |
| Strawberry | 156      | \$0.99 | Ms. Grace Ho |
| √          | √        | √      | √            |

Figure 26 – Fill Right Character in a Row

To add identical text or character in a row:

1. Click inside the table to select it.
2. Type the text in the first cell of the row.
3. Highlight all the cells of the row that should contain the same text, including the cell where the repeated text has been typed.

**!NOTE:**

Do not highlight the entire row if there are cells that should not contain the repeating text.

4. Select the **Table** menu ► **Fill Right**. The selected cells of the row will be filled with the same text as the first cell (see Figure 26).

## **MERGING AND SPLITTING CELLS**

Merging cells usually generates a header for a table. Splitting a merged cell creates an additional cell or cells.

To merge cells:

1. Select the cells to be merged.
2. Select the **Table** menu ► **Merge Cells**. The cells merge instantly (see Figure 27).

**!NOTE:**

The cells can be merged both vertically and horizontally.

| <b>Before Merging</b>   |  | <b>After Merging</b>    |  |
|-------------------------|--|-------------------------|--|
| <b>Sales This Month</b> |  | <b>Sales This Month</b> |  |
| <b>Product</b>          |  | <b>Product Name</b>     |  |
| <b>Name</b>             |  |                         |  |

Figure 27 - Merging Cells

To split a merged cell:

1. Select the cell to be split.
2. Select the **Table** menu ► **Split Cells**. The merged cell splits (see Figure 28).

**!NOTE:**

Only a merged cell can be split. The number of cells created by splitting depends on the number of cells that existed before the merger.

| <b>Before Splitting</b> |  | <b>After Splitting</b>  |  |
|-------------------------|--|-------------------------|--|
| <b>Sales This Month</b> |  | <b>Sales This Month</b> |  |
| <b>Product</b>          |  | <b>Product Name</b>     |  |
| <b>Name</b>             |  |                         |  |

Figure 28 - Splitting Cells