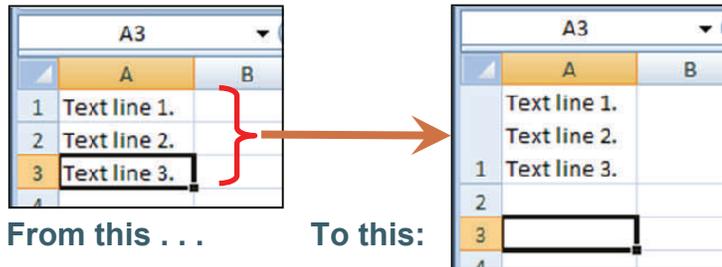


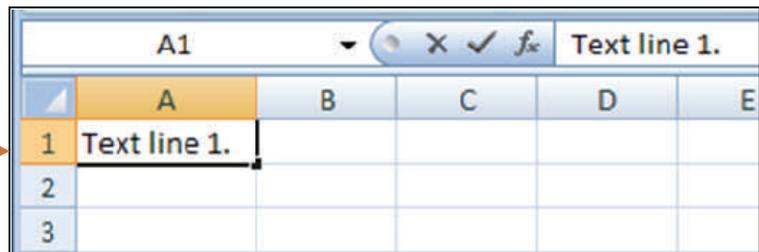
Adding Rows within a Single Cell

This short guide will show you how to add a row within a cell of an Excel spreadsheet. Learn the correct keystroke combination to make this happen.

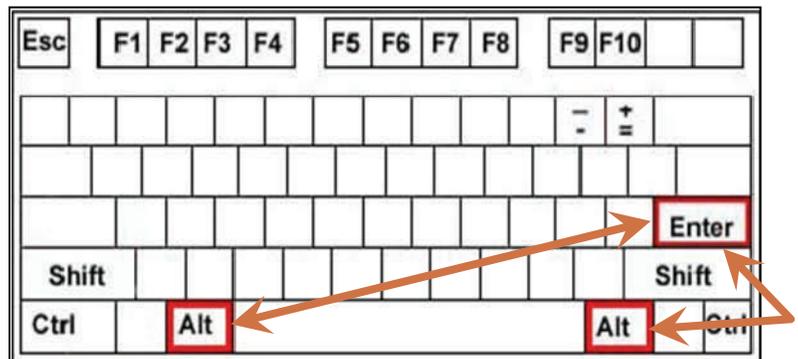
1.) Here is an example of what I can do with just a couple of quick keystrokes. Notice that there are now three rows in a single cell, in the screen shot on the far right.



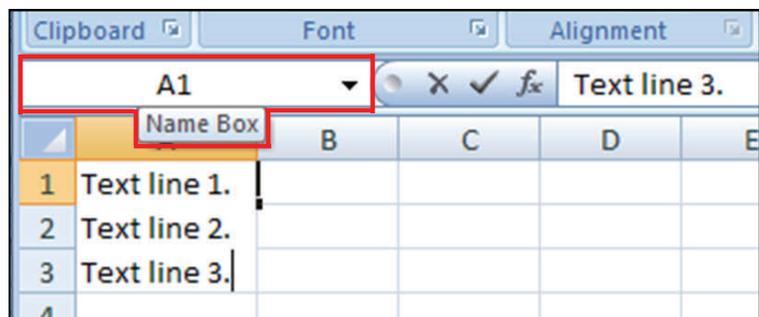
2.) My first step is to open up an Excel spreadsheet. I choose the cell I wish to add text to, and then type my first line of text.



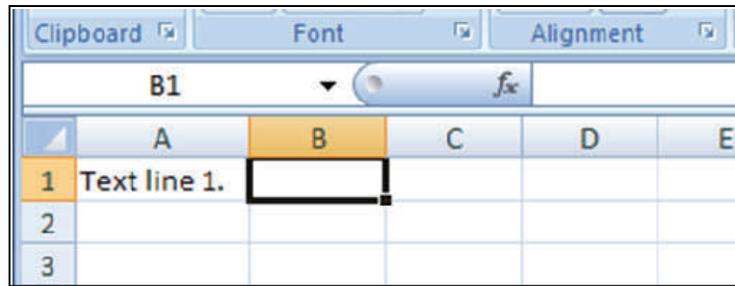
3.) At the end of the first line of text, I press the “Alt” key and the “Enter” key simultaneously (**Alt + Enter**) to create a new row, using whichever combination of keys is most convenient.



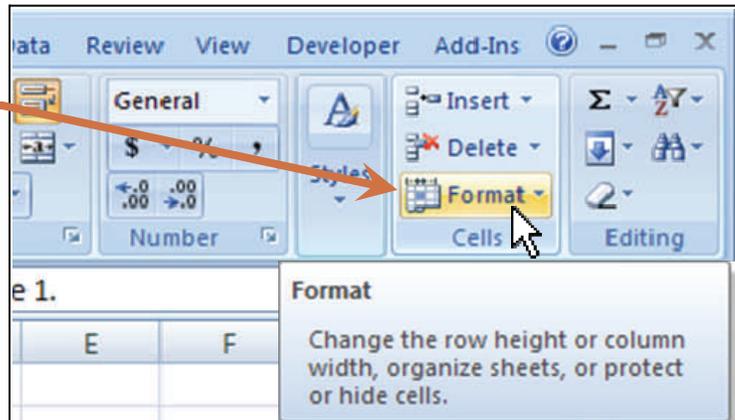
4.) I then key my next line of text; then enter **Alt + Enter** again, and add a third row. Note that, although my new text now appears to lie at the intersection of column **A** and row **3**, the Name Box above column **A** confirms that I’m still typing in box **A1**.



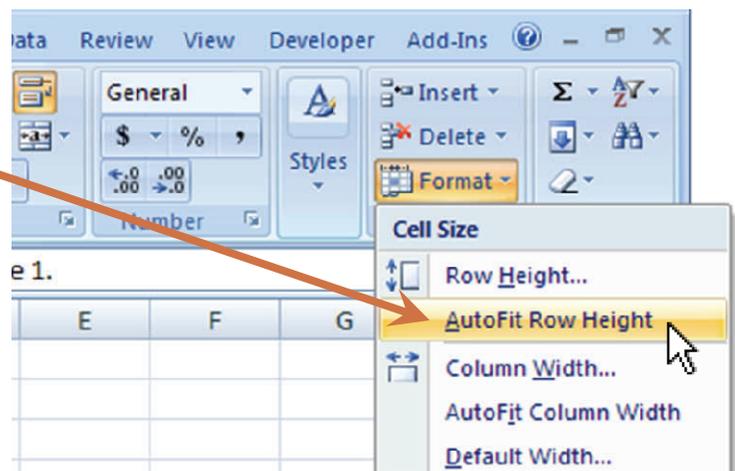
5.) When I shift focus to another cell, all of my information in cell **A1** may not be visible, unless I've previously formatted the cell large enough to display the additional lines of text.



6.) To display all three lines of text, I select cell **A1** by clicking in it; then click on the “**Format**” icon in the “**Cells**” section of the **Home** tab on the **Office Ribbon**



7.) Under the **Cell Size** section of the resulting drop-down dialog box, I click on the choice **AutoFit Row Height**.



8.) The result is as shown here, with multiple rows of text displayed within a single cell, **A1**.

NOTE: I can also show two text rows with an empty line space between them, by simply keying **Alt + Enter** twice in a row after the first line of text, as here:

