Excel Heading

When you want to center a heading over several columns of data,

1. Select the cells that are in the row immediately above your data (make sure the selection spans all the columns you want the heading to be centered over). For example, if you begin your data in Row 2 and want to center a heading over columns A,B, & C, make sure you select cells A1,B1, & C1 (Row 1, Columns A,B,& C).
2. In the Formatting toolbar, click on the Merge and Center button.
3. Type your heading. Excel centers it for you.

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