## How to Change Cell Alignment in Excel

By Katie Duneman

1. Open Existing or new excel spreadsheet.

2. Select the cells you wish to change the alignment of.
3. Right click and select format cells or go to Format, and select cells.

4. Click the alignment tab.
5. Here you can select the alignment of the text vertically and horizontally, choose to wrap the text, shrink the text to fit inside the cells, and merge cells. To make it centered both vertically and horizontally select centered for both.

You can also choose which direction you want the text to go by using the orientation compass on the right.