Line Break within a cell

You can control the line breaks for multiple-line headings or labels in your Microsoft Excel worksheet, just like you do in Microsoft Word. Here's how to do it.

1. Click the cell where you want the label or heading to appear.
2. Type the first line of information.
3. Press ALT+ENTER.
4. Type the second line. Then repeat step 3 if you have additional lines to enter.
5. Press ENTER when you've finished typing.