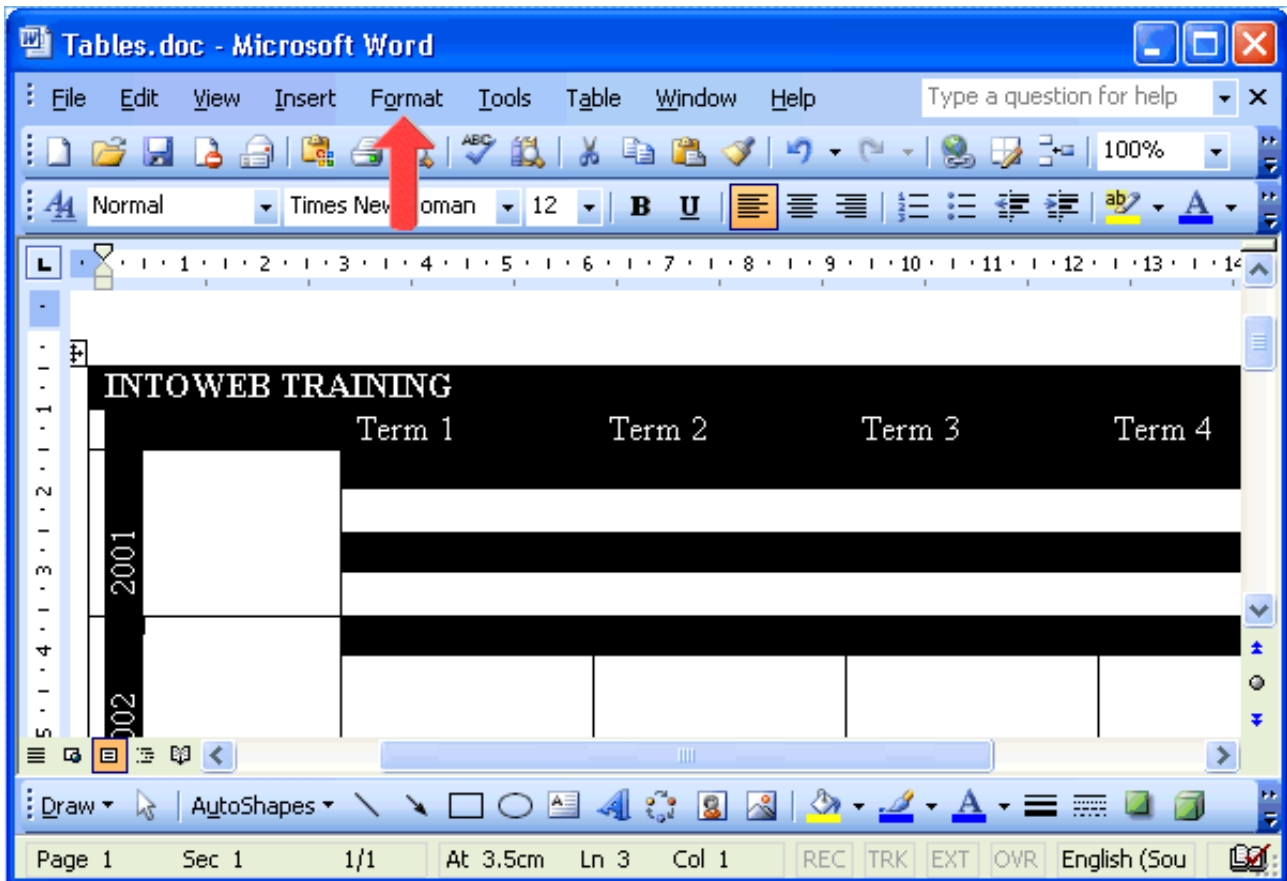


# MS Word 2003: Intermediate

## Apply borders and shading to the table

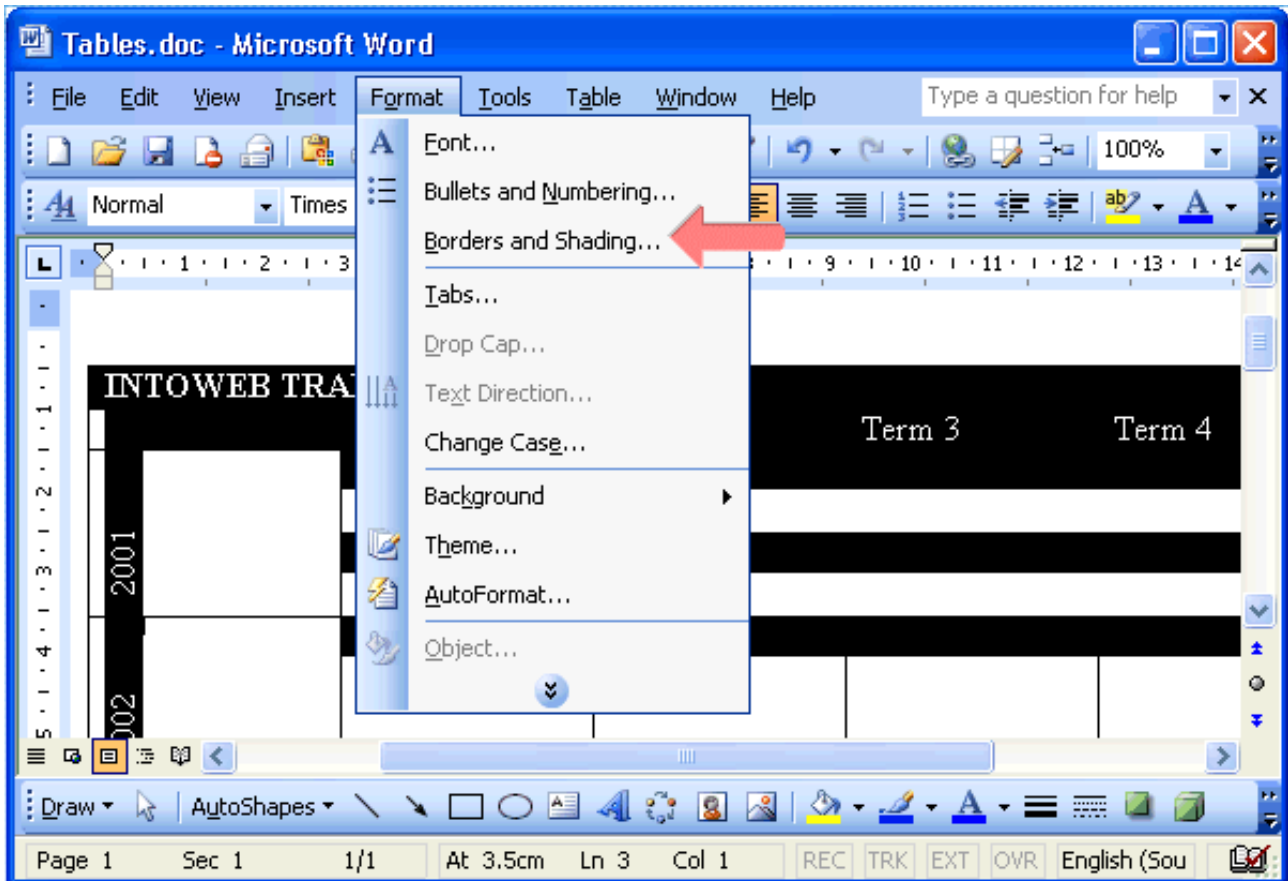
### Step 1 of 10:

With the cells you want to format selected, click on the "Format" drop-down menu.



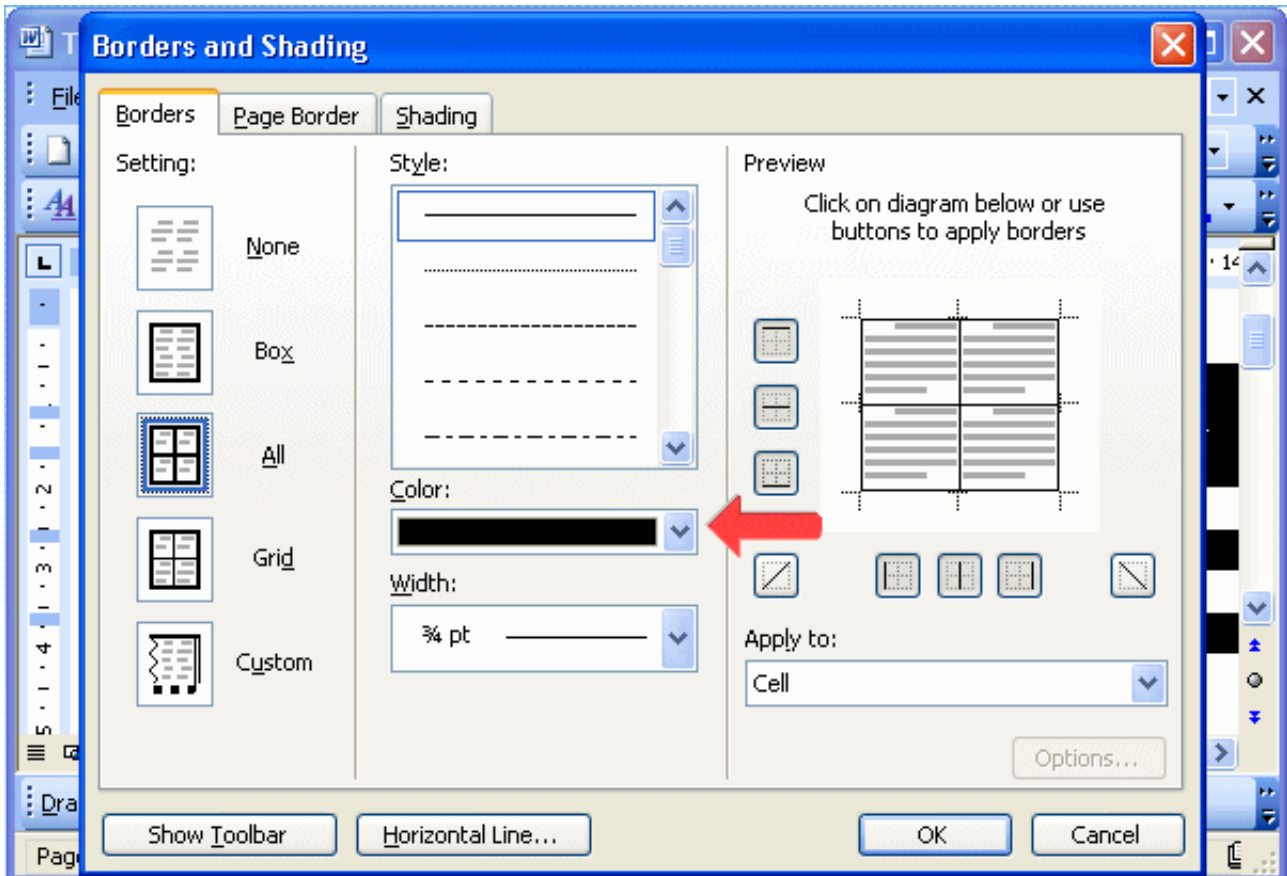
[Step 2 of 10:](#)

Click on the "Borders and Shading..." menu item.



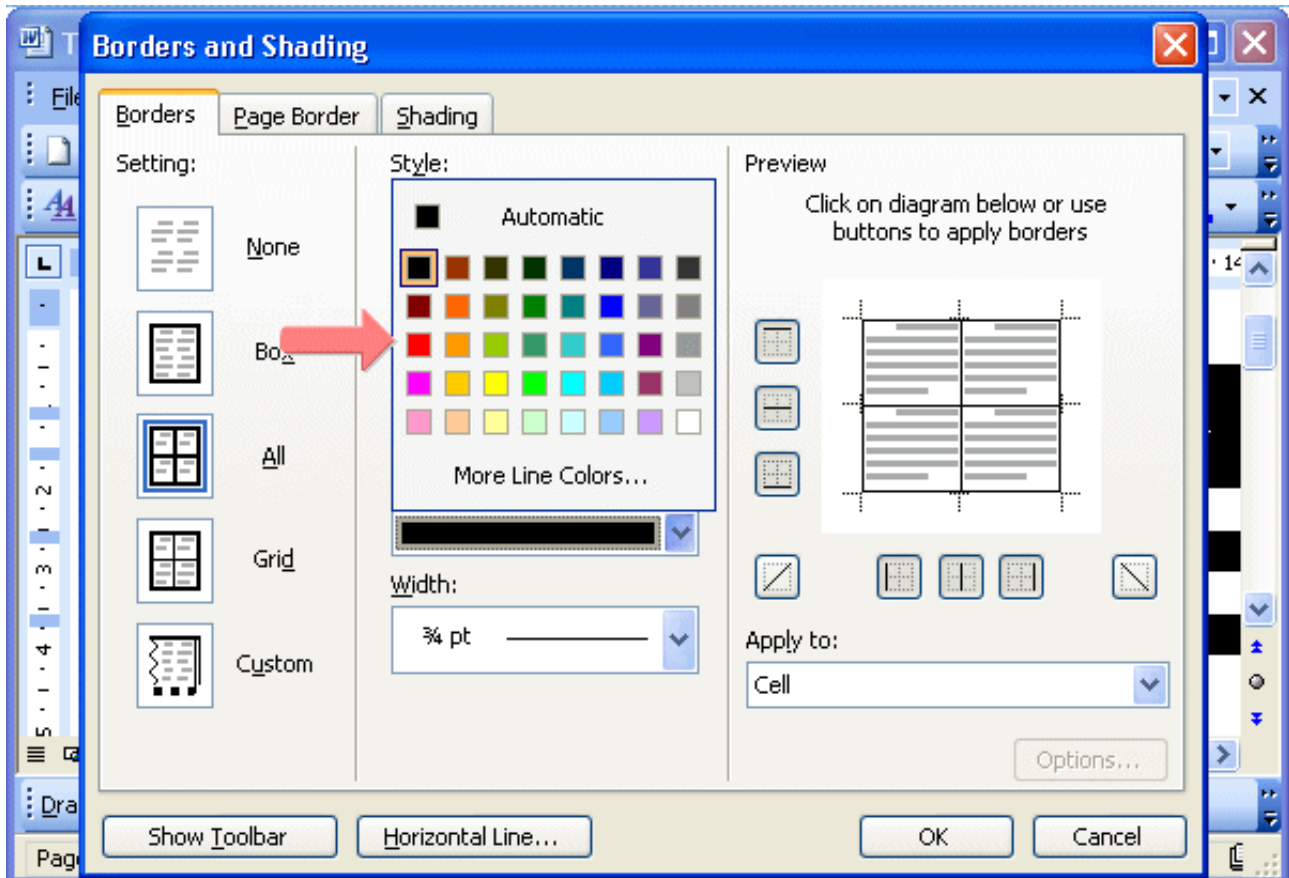
### Step 3 of 10:

Click on the "Color" drop-down button to select a color for the table borders.



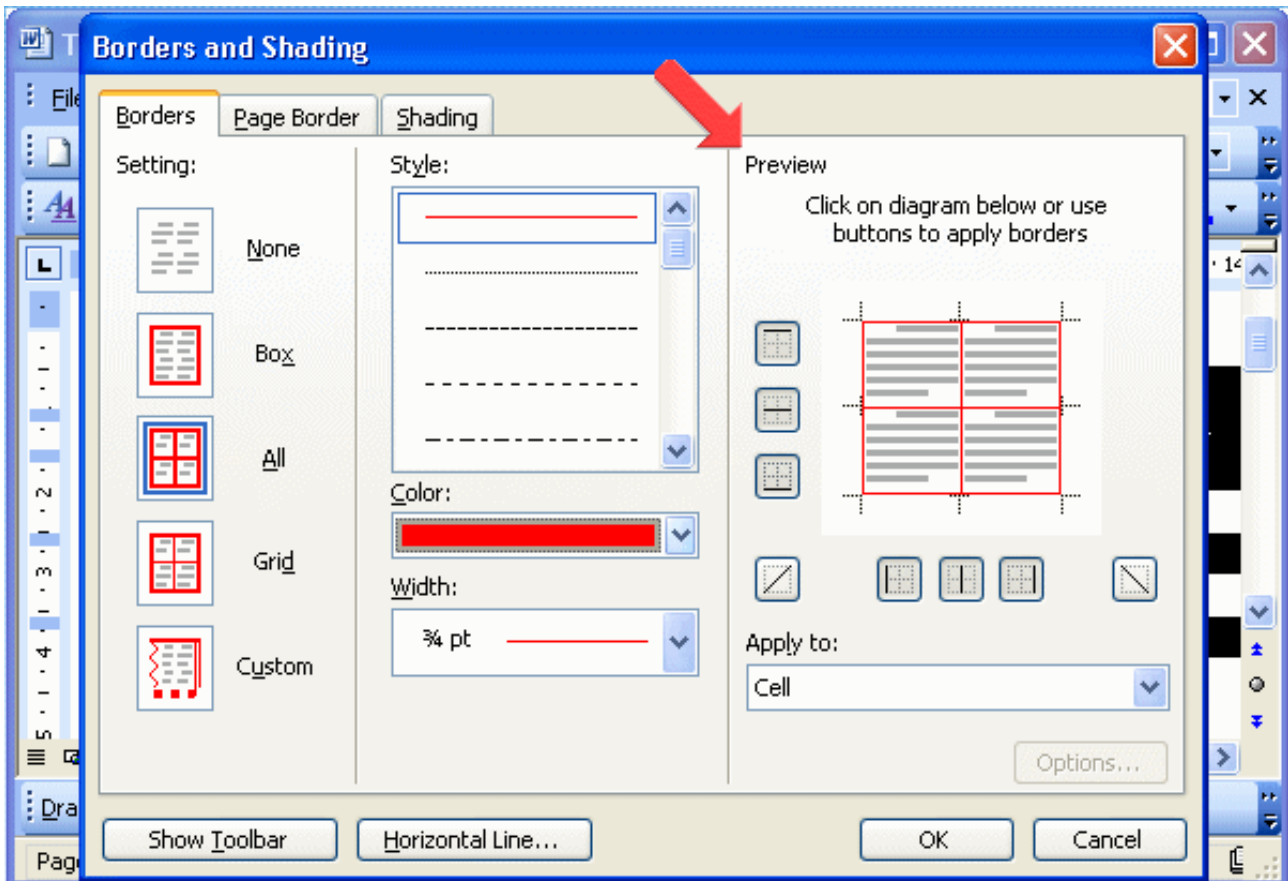
## Step 4 of 10:

Let's select Red.



## Step 5 of 10:

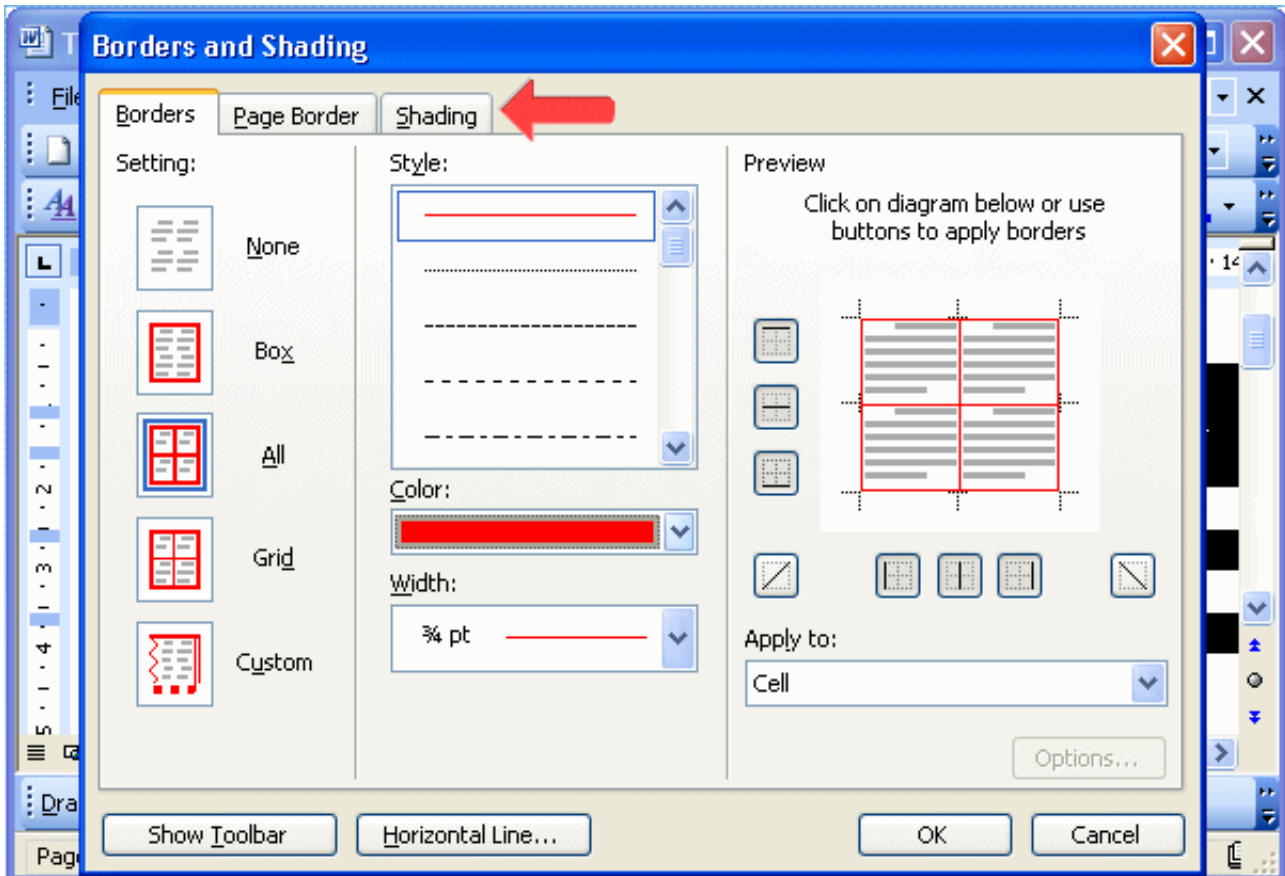
In this area you can click the sides of the preview diagram or click the border buttons to add or remove the currently selected settings.





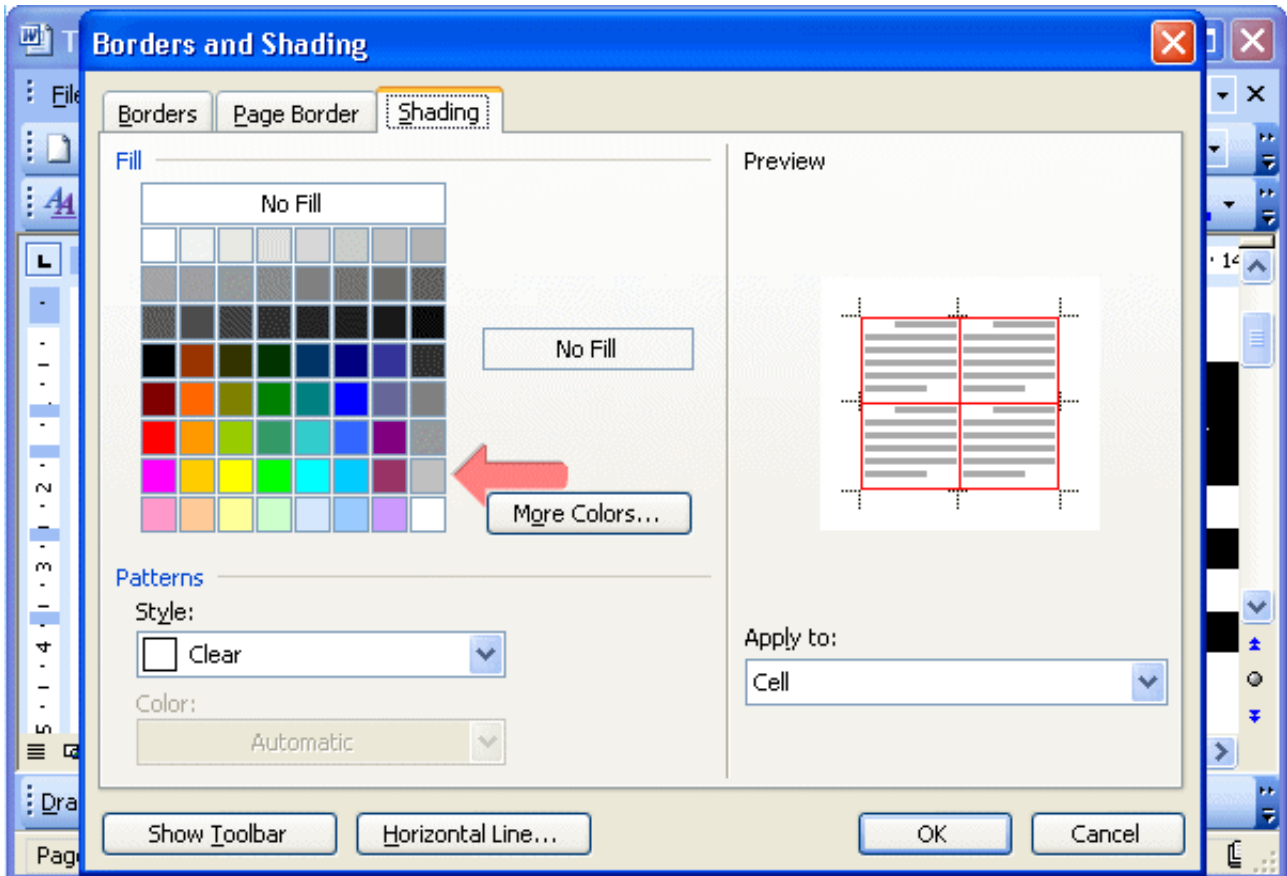
## Step 6 of 10:

Click on the "Shading" tab.



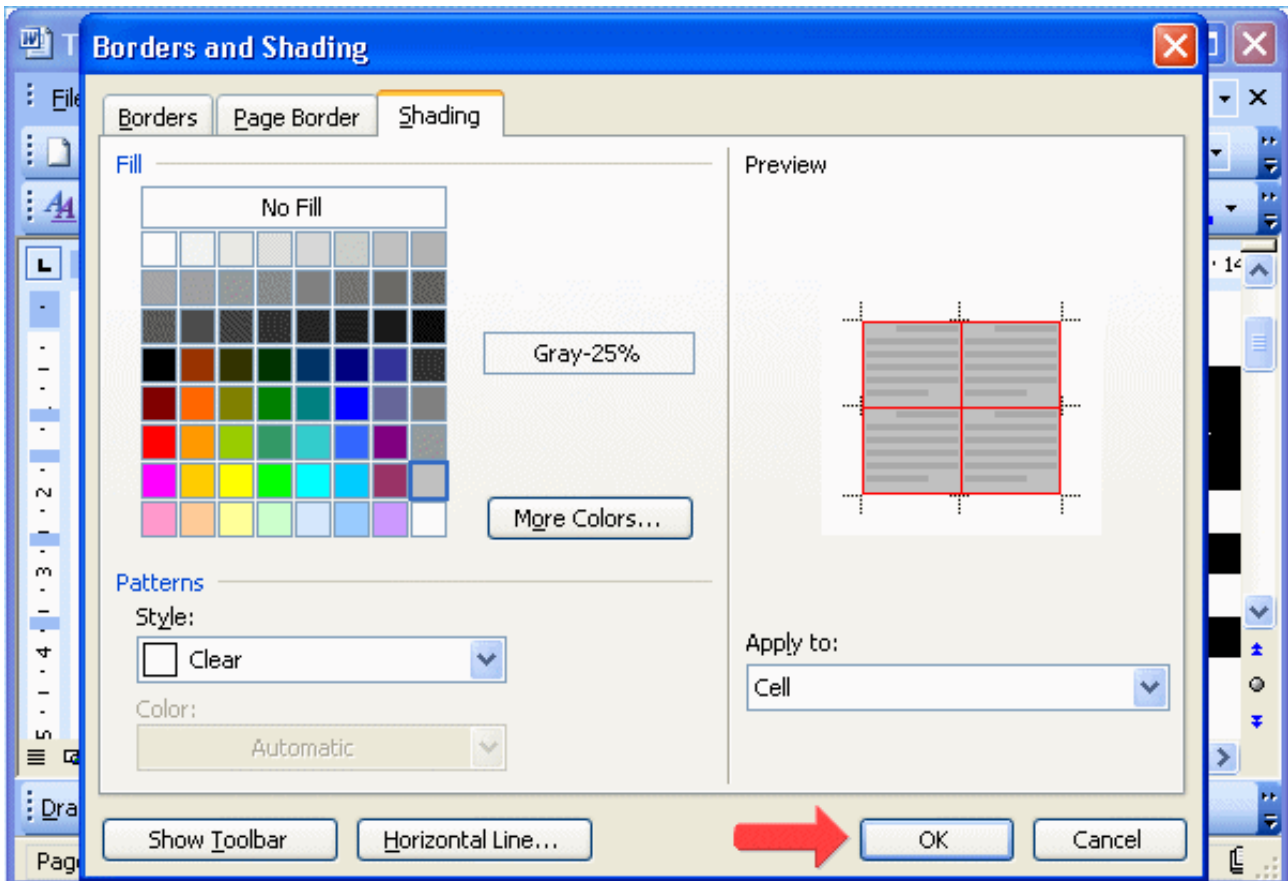
## Step 7 of 10:

Now select the color you want to add as the shading color.  
Let' select this shade of gray.



## Step 8 of 10:

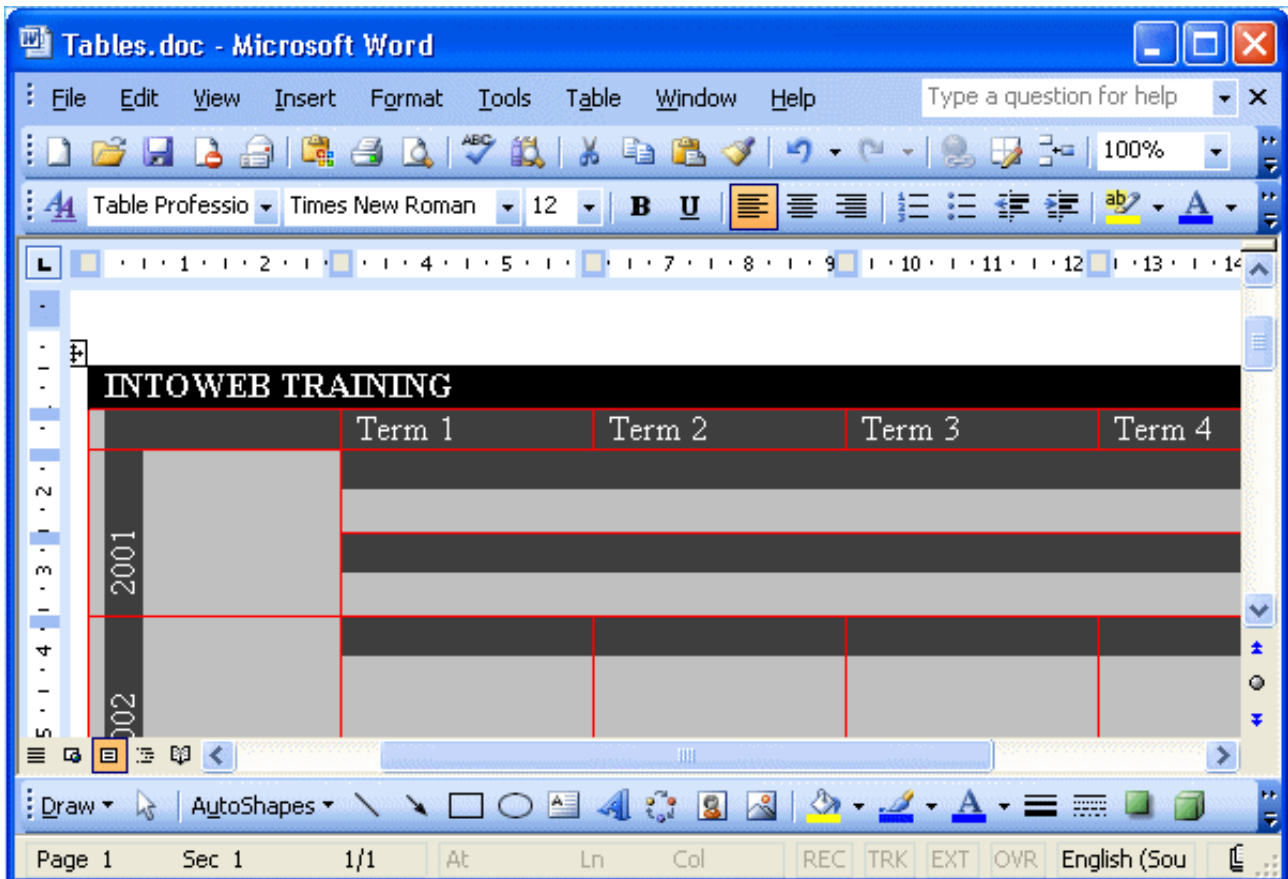
Notice the preview. The shading has now been changed.  
Click on the "OK" button.





## Step 9 of 10:

Deselect the cells by clicking anywhere on the screen.



## Step 10 of 10:

You have successfully added borders and shadings to your table.

