

# Microsoft Excel Applying Borders



## Borders

Borders can enhance the presentation of the spreadsheet.

In the example below we have placed a border around the totals row to make the totals stand out from the rest of the figures.

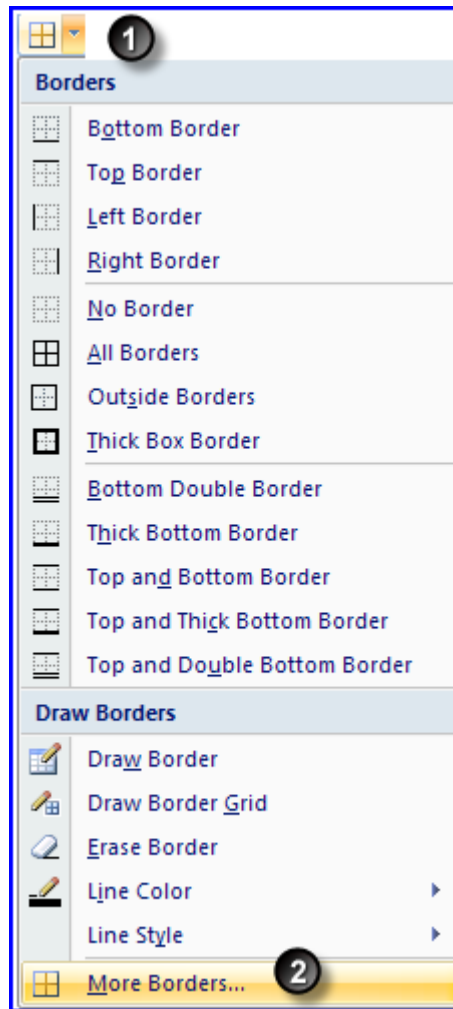
	Sales			
	Jan	Feb	Mar	Total
Caroline	200	67	150	417
Jane	350	123	190	663
Mike	100	200	230	530
Kevin	149	309	321	779
Kate	232	230	376	838
Peter	150	222	34	406
<b>Borders</b>	1181	1151	1301	3633

## The Process

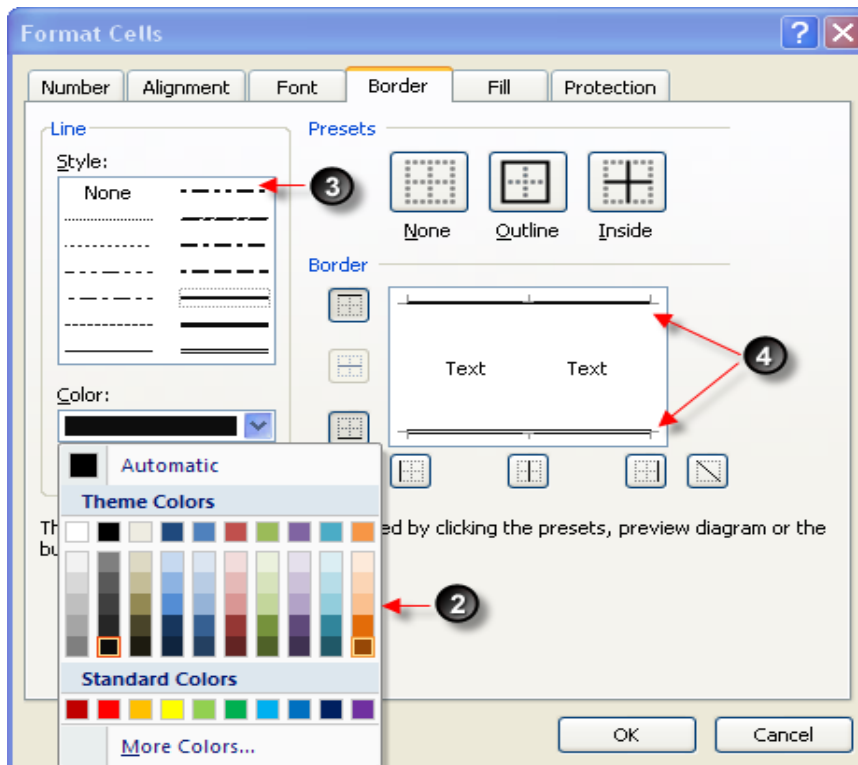
Excel provides quite a few different ways to add borders to a worksheet.

In this example we are going to use the 'More Borders' method.

wish to place the border before you apply the border



The Format cells Dialog box



Select the desired **Colour** for the border lines.

Choose a **Line Style**.

Click in the preview area(s) to apply the relative borderlines.

In the above example we had a double line at the bottom and a single line at the top.

Click on the **OK** button once the borders have been selected.