

Microsoft Word - Applying a Quick Style to a Table



Applying a Quick Style to a Table.

Instead of formatting each cell of a table (borders, shading etc), you can add them all at one go using Table Quick Style Gallery.

There is a large range of formatting combinations to choose from.

Place your cursor into the table that you wish to apply a Quick Style to, as you hover over the different Quick Styles the formatting will be previewed in your table, when you find a style that you like, click on the style to apply to the table.

1. **Place** the cursor within the table that you wish to apply a Quick Style.

Company Name	First Name	Last Name	Country	Phone
Ana Trujillo Emparedados	Ana	Trujillo	Mexico	(5) 555-4729
Antonio Moreno Taqueria	Antonio	Moreno	Mexico	(5) 555-3932
Around the Horn	Thomas	Hardy	UK	(171) 555-7788
Berglunds snabbköp	Christina	Berglund	Sweden	0921-12 34 65
Blauer See Delikatessen	Hanna	Moos	Germany	0621-08460
Bólido Comidas preparadas	Martin	Sommer	Spain	(91) 555 22 82
B's Beverages	Victoria	Ashworth	UK	(171) 555-1212
Cactus Comidas para llevar	Patricio	Simpson	Argentina	(1) 135-5555
Centro comercial Moctez	Francisco	Chang	Mexico	(5) 555-3392
Chop-suey Chinese	Yang	Wang	Switzerland	0452-076545
Comércio Mineiro	Pedro	Afonso	Brazil	(11) 555-7647
Consolidated Holdings	Elizabeth	Brown	UK	(171) 555-2282
Drachenblut Delikatessen	Sven	Ottlieb	Germany	0241-039123
Ernst Handel	Roland	Mendel	Austria	7675-3425

2. From the **Design** tab → Select the **Table Style group**, hover over the different styles until you find the required formatting.



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