

Microsoft Word - Borders and Shading



Borders and Shading.

It is possible to format individual cells or range of cells.

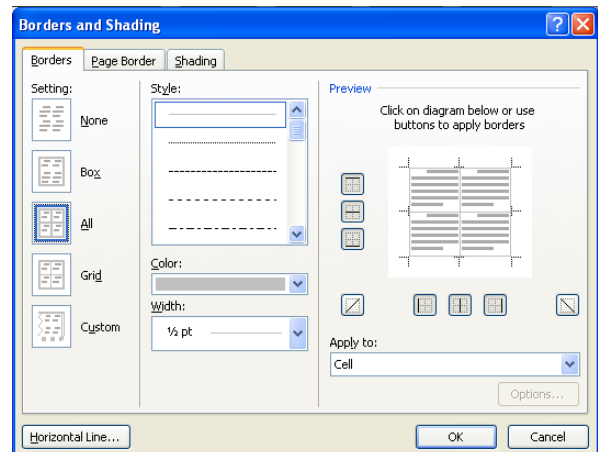
1. **Select** the cells that you wish to apply borders and shading to.

| Company Name | First Name | Last Name | Country | Phone |
|----------------------------|------------|-----------|-----------|---------------------------------|
| Cactus Comidas para llevar | Patricio | Simpson | Argentina | (1) 135-5555 |
| Ernst Handel | Roland | Mendel | Austria | 7675-3425 |
| Comércio Mineiro | Pedro | Afonso | Brazil | (11) 555-7647 (604) 555-4729 |
| Bottom-Dollar Markets | Elizabeth | Lincoln | Canada | 88 60 15 31 |
| Blondel père et fils | Frédérique | Citeaux | France | 91 24 45 40 |
| Bon app' | Laurence | Lebihan | France | 40 67 88 88 |
| Du monde entier | Janine | Labrune | France | |

2. **Place** you cursor over the cells that you have highlighted and **right-click** on the mouse → select **Borders and Shading..** option.

3. **Select** the require borders and shading options required and click **OK**.

Border and shading formatting be applied to the cell highlighted in the table.



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