

Microsoft Word - Formatting Tables



Formatting Tables

The appearance of the tables can be changed, either for the whole table or for selected cells. Depending on the formatting required some can be done on the Design Ribbon or by using the Home Ribbon, whereas some options are only available on the Design ribbon.

Borders and shading can be applied from both the ribbons.

1. Select the cells
2. Click on the Borders dropdown.
3. Select the option required.

This applies to the cells selected

The shading would work in exact the same way, but you select the colour required.