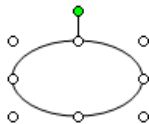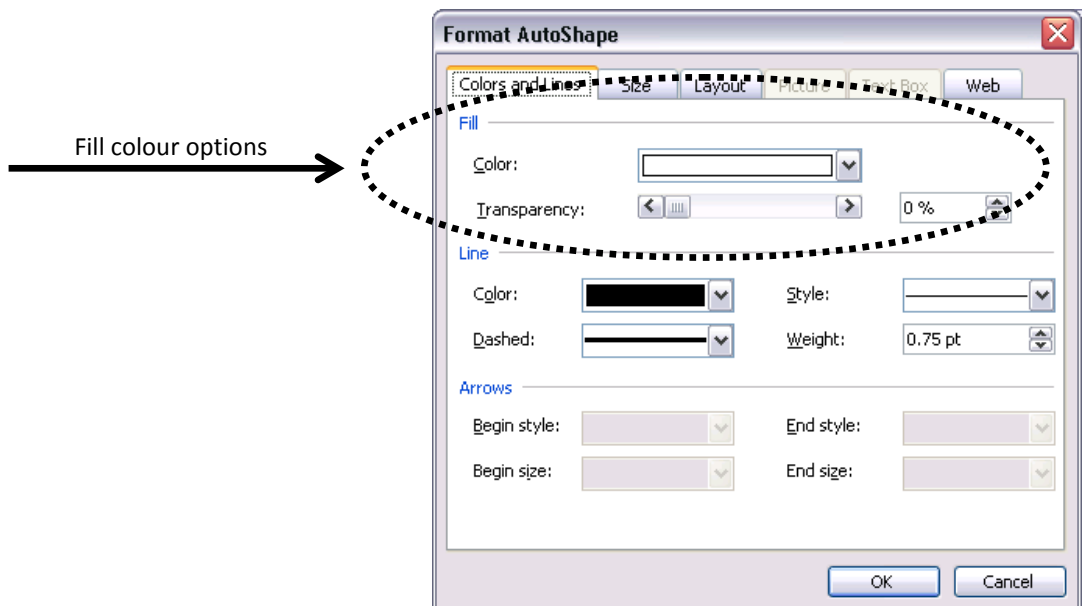# Changing the fill colour

Microsoft Word 2003

You can change what colour a shape is filled with, or have no fill colour.

1. Click once on the shape that you want to change the fill colour of (resizing handles appear)
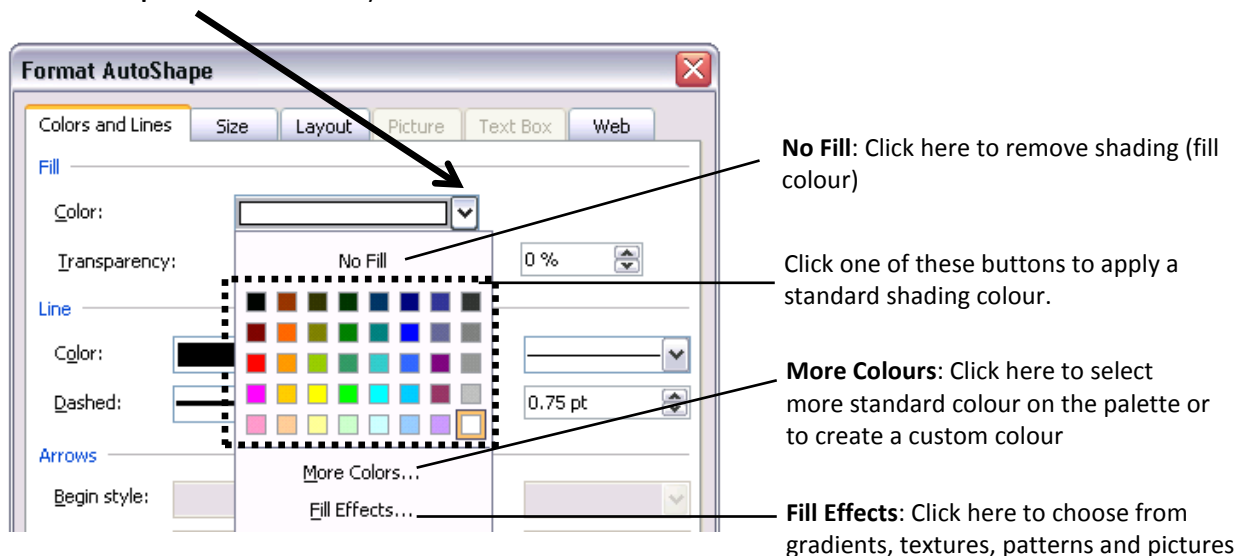
2. Perform one of the following:

   - Double click **on** the shape (the centre part is the easiest)

   - **Right click** on the shape > select **Format AutoShape**

   - **Format** > **AutoShape**

Fill colour options →

3. Click the **drop down box** > select your desired colour

No Fill: Click here to remove shading (fill colour)

Click one of these buttons to apply a standard shading colour.

More Colours: Click here to select more standard colour on the palette or to create a custom colour

Fill Effects: Click here to choose from gradients, textures, patterns and pictures

4. Click the **OK** button when finished