

Table borders and shading

Microsoft Word 2003

This is similar to borders and shading for page and paragraph.

Applying borders partially


(As default, a table has all border lines. This is an example of applying a different style of the border line - changing right side border line of the cells.)

1. Highlight cells that you wish to apply borders

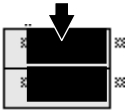
Heading	1	2	3	4	5
Unit 1					
Unit 2					
Unit 3					

Reminder: *Where should your mouse cursor be? - Selecting row / column*

Select the row by clicking its left margin.

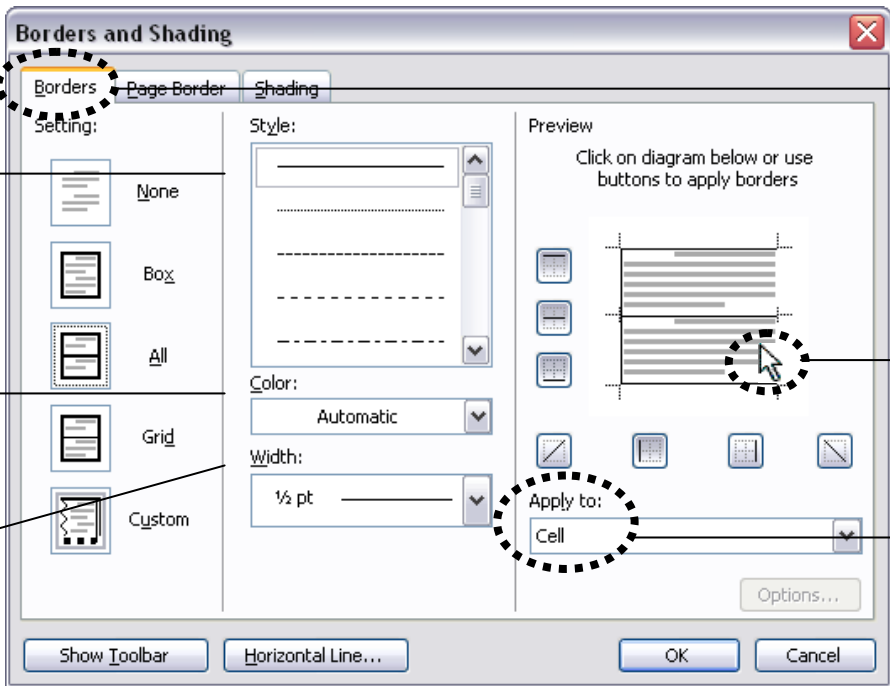


Select the column by clicking its top gridline or top border



2. Perform one of the following:
 - Right click on the selected area > **Borders and Shading**
 - **Format > Borders and Shading**

Borders Option Overview



Style: Choose line style by clicking here (Also scroll down to see more options)

Color: Click the drop box to change the line color

Width: Click the drop box to change the line thickness

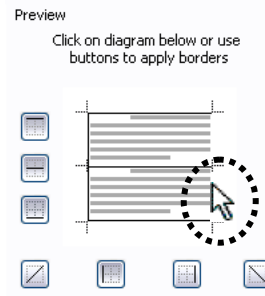
Make sure the **Borders** tab is selected.

NB: You should click borders that you wish to apply before you choose any border line styles.

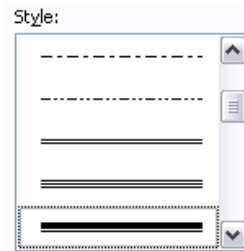
Attention: This particular setting will apply to cell, not to the whole table.

3. Select the borders you want to appear around your cells on the Borders and Shading window :

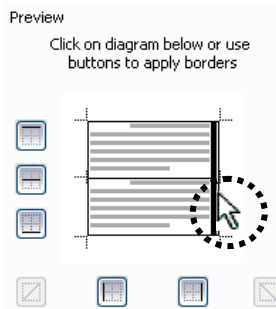
3.1. Click the right side border line on the preview window



3.2. Select the border line style (scroll down the drop box and one click on the desired line style)



3.3. Click the right side border line on the preview window again



4. Click **OK** button

Heading	1	2	3	4	5
Unit 1					
Unit 2					
Unit 3					

A new style is applied to this border line.


No border lines – Quickest way

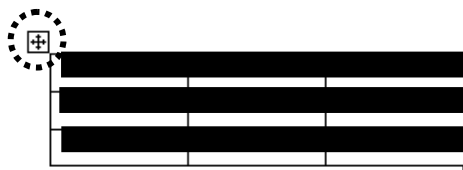
A table without border lines can be used for managing text and pictures together.


1. Highlight cells that you wish to apply borders

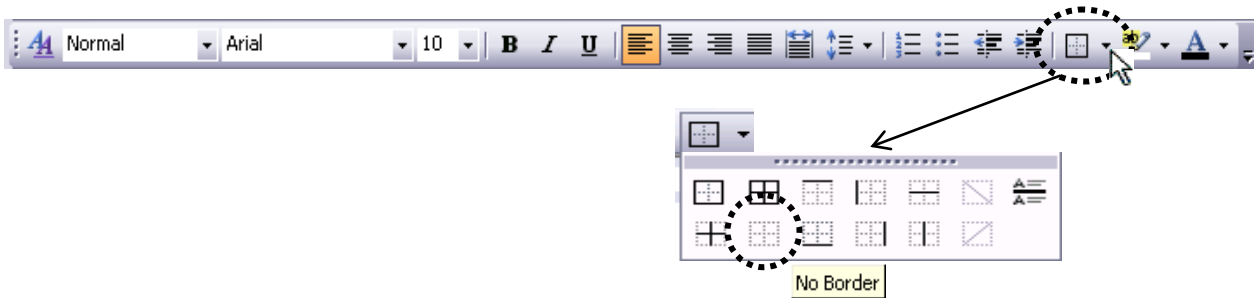
Country	Currency	Capital
Germany	Euro	Berlin
New Zealand	Dollar	Wellington
USA	Dollar	Washington
Japan	Yen	Tokyo

Tip: Selecting the whole table

Click the **Table Move** handle  that appears at the left top corner of the table when your mouse cursor is over the table.




- Click the triangle arrow button next to the **Outside Border** icon  from the **Formatting** toolbar > Click **No Border** icon



- Border lines are removed.

Country	Currency	Capital
Germany	Euro	Berlin
New Zealand	Dollar	Wellington
USA	Dollar	Washington
Japan	Yen	Tokyo

Note: You still see grey lines above but it won't be printed. See the print preview. 

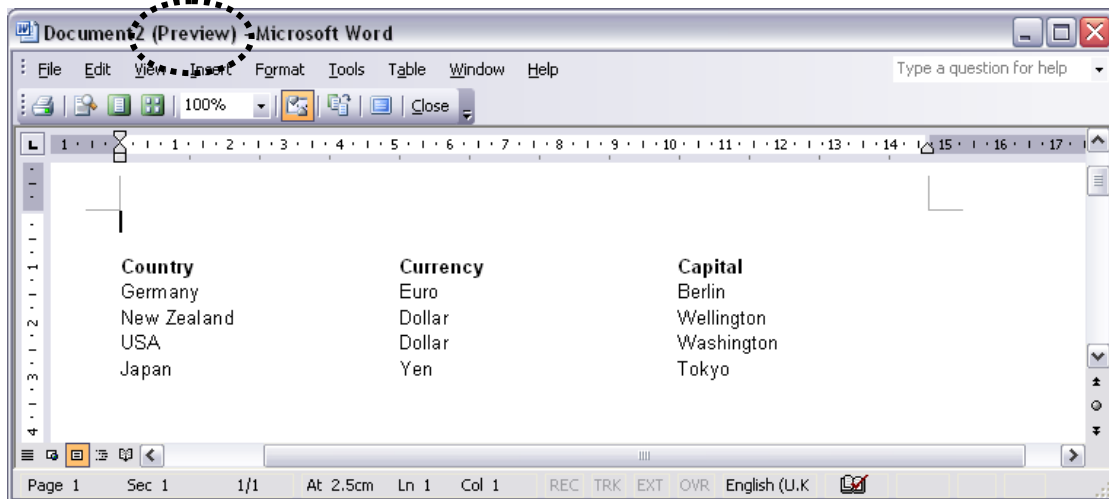


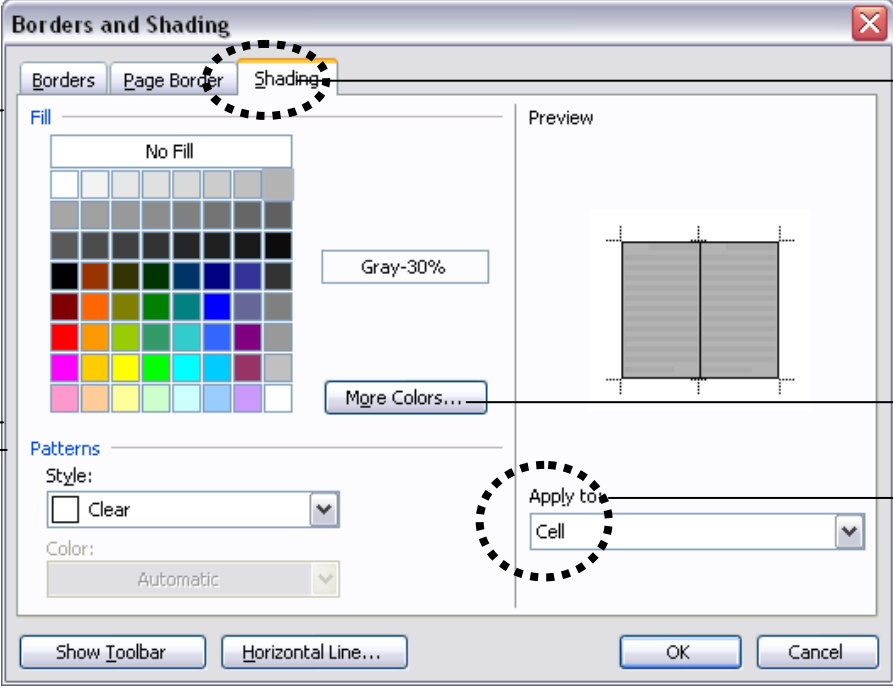
Table Shading

- Highlight cells that you want to apply shading to

Heading	1	2	3	4	5
Unit 1					
Unit 2					
Unit 3					

- Perform one of the following:
 - Right click on the shadow part > **Borders and Shading**
 - Format > Borders and Shading**

Shading Option Overview



Make sure the **Shading** tab is selected.

Choose shading colour

More colours

Attention: This particular setting will apply to the cell, not to the whole table.

Patterns

- Style:
- Clear
- Color: Automatic
- 87.5%
- 90%
- 95%
- Dk Horizontal
- Dk Vertical
- Dk Dwn Diagonal
- Dk Up Diagonal
- Dk Grid

3. Click **OK** when you have chosen the colour

Heading	1	2	3	4	5
Unit 1					
Unit 2					
Unit 3					