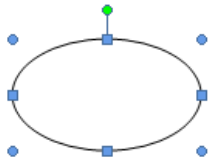


Changing the fill colour

Microsoft Word 2007

You can change the colour a shape is filled with, or have no fill (transparent) colour.

1. Click once on the shape that you wish to change the fill colour (resizing handlers appear)

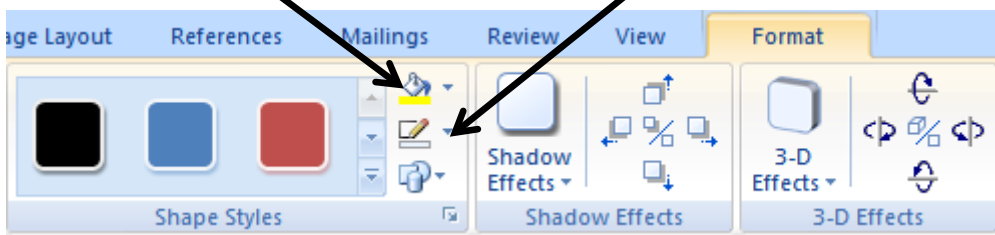


2. Perform one of the following:

- Double click on the shape (the Picture Tools, Format tab appears)

Fill colour options

Colors and Lines



- For more advanced options **Right click** on the shape > select **Format AutoShape**

Fill colour options

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

No Fill: Removes the fill colour making the object transparent

More Fill Colours: Lets you define a custom colour

Gradient: Choose a gradient fill effect for the object

Picture: Lets you choose a picture for your fill effect

Texture: Lets you choose a texture to fill the object with

Pattern: Lets you create a custom pattern