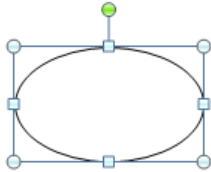


# Changing the fill colour

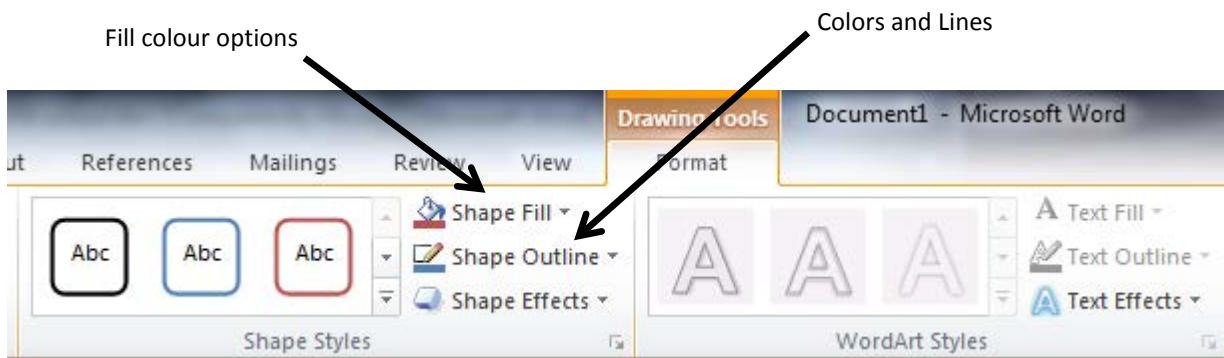
## Microsoft Word 2010

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

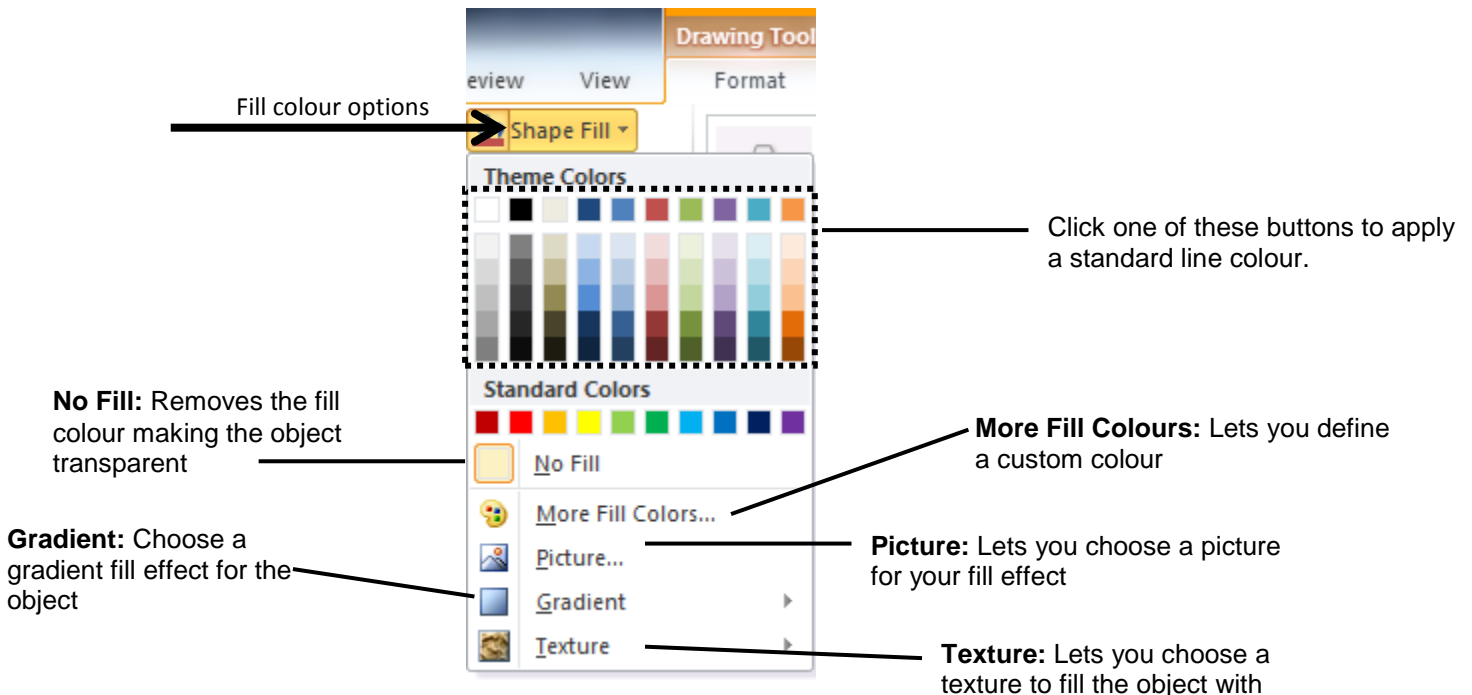
1. Click once on the shape that you wish to change the fill colour (resizing handlers appear)



2. Perform one of the following:
  - Double click on the shape (the Picture Tools, Format tab appears)



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



**Fill colour options**

**No Fill:** Removes the fill colour making the object transparent

**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

**More Fill Colours:** Lets you define a custom colour

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