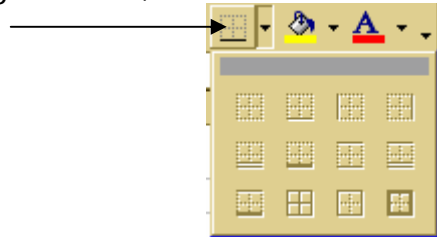


Borders and Colors in Excel

To Apply a Border to an Entire Table

Select the entire table.

On the Formatting Toolbar, click down arrow beside the **Borders button**.



Choose from the options on the drop-down menu and select.

Click anywhere on the worksheet to deselect the table.

(The borders along the top and left side are not visible, but will appear when printed.)

To Apply a Border to Headings

Select the cells included in the text.

Click on the arrow to the right of the **Borders button** on the Formatting Toolbar.

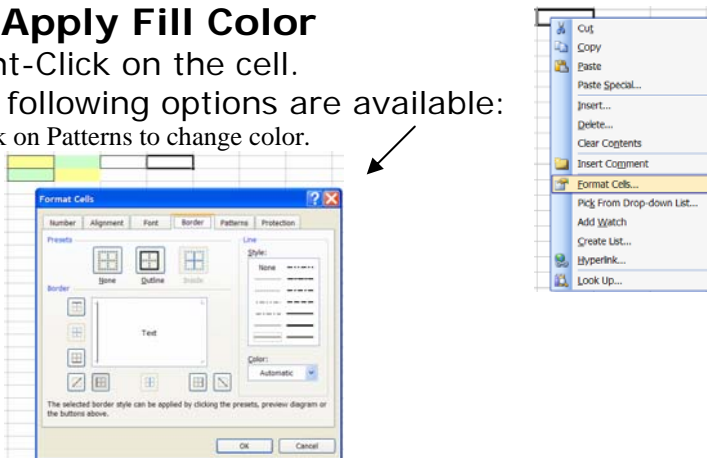
Choose **Top and Double-Bottom Border**.

To Apply Fill Color

Right-Click on the cell.

The following options are available:

Click on Patterns to change color.



To Change Font Color

Select the cells that contain the text to be changed. Click on the down arrow next to the **Font Color button** on the **Formatting Toolbar**. Click on the color square to select it.

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