Adding Borders and Shading

Borders and shading can add color and splash to a document. **Borders** are lines you add above, below, to the side, or around words or paragraphs. You can format borders using different line styles, colors, and widths. **Shading** is a color or pattern you apply behind words or paragraphs to make them stand out on a page. You apply borders and shading using the Borders button and the Shading button in the Paragraph group on the Home tab. ████████ You enhance the Flu Statistics information by adding shading to it. You also apply a border around the tabbed text to set it off from the rest of the document.

STEPS

1. **Press [Ctrl][Home], then scroll down until the Flu Statistics heading is at the top of your screen**

2. **Click and drag to select** Flu Statistics, **the** paragraph **and** blank line **below it, and the** four paragraphs **of tabbed text; click the** Shading list arrow ⬛▾ **in the Paragraph group on the Home tab, click** Purple, Accent 4, Lighter 60%, **then deselect the text**

   Light purple shading is applied to the seven paragraphs. Notice that the shading is applied to the entire width of the paragraphs, despite the tab settings.

3. **Select the** seven shaded paragraphs, **drag the** Left Indent marker ⬛ **to the ¾" mark on the horizontal ruler, drag the** Right Indent marker ⬛ **to the 5¾" mark, then deselect the text**

   The shading for the paragraphs is indented from the left and right, which makes it look more attractive, as shown in Figure C-21.

4. **Select the** seven paragraphs, **click the** Bottom Border list arrow ⬛▾ **in the Paragraph group, click** Outside Borders, **then deselect the text**

   A black outside border is added around the selected text. The style of the border added is the most recently used border style, in this case the default, a thin black line.

5. **Select the** seven paragraphs, **click the** Outside Borders list arrow ⬛▾, **click** No Border, **click the** No Border list arrow ⬛▾, **then click** Borders and Shading

   The Borders and Shading dialog box opens, as shown in Figure C-22. You use the Borders tab to change the border style, color, and width, and to add boxes and lines to words or paragraphs.

6. **Click the** Box box **in the Setting section, scroll down the Style list, click the** double-line style, **click the** Color list arrow, **click** Purple, Accent 4, Darker 25%, **click the** Width list arrow, **click** 1½ pt, **click** OK, **then deselect the text**

   A 1½-point dark purple double-line border is added around the tabbed text.

7. **Select the** seven paragraphs, **click the** Bold button **B** **in the Font group, click the** Font Color list arrow ⬛▾ **in the Font group, click** Purple, Accent 4, Darker 25%, **then deselect the text**

   The text changes to bold dark purple.

8. **Select the** first line **of tabbed text, click the** Font Color list arrow ⬛▾, **then click** Olive Green, Accent 3, Darker 50%

   The text in the first line of tabbed text changes to green.

9. **Select** Flu Statistics, **click the** launcher ⬛ **in the Font group, click the** Font tab **if it is not the active tab, scroll and click** 14 **in the Size list, click the** Font color list arrow, **click** Olive Green, Accent 3, Darker 50%, **click the** Small caps check box **in the Effects section, click** OK, **deselect the text, then save your changes**

   The Flu Statistics heading is enlarged and changed to green, small caps, as shown in Figure C-23. When you change text to small caps, the lowercase letters are changed to uppercase letters in a smaller font size.

FIGURE C-21: Shading applied to the tabbed text

Indent markers show width of the shaded paragraphs
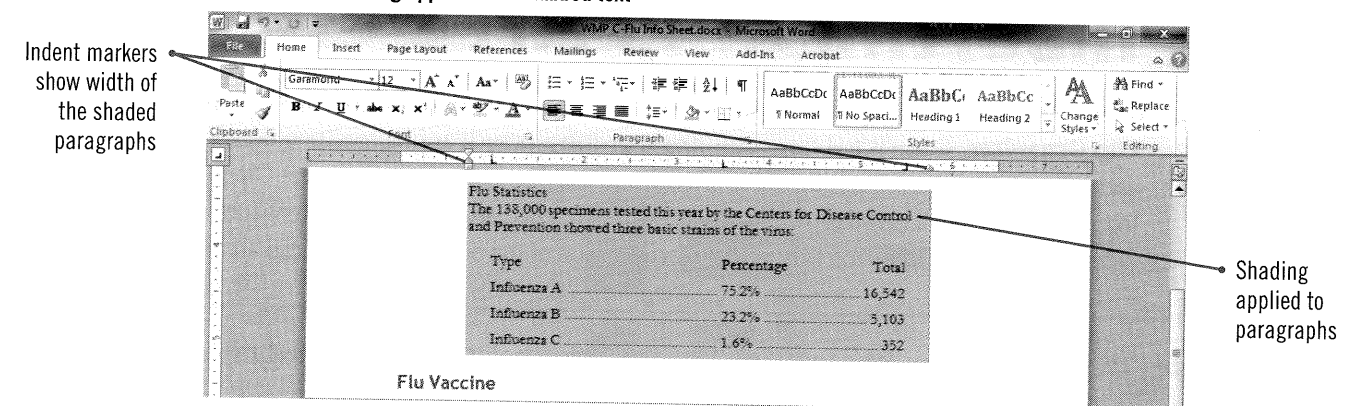
Shading applied to paragraphs

FIGURE C-22: Borders tab in Borders and Shading dialog box

Select border formats before applying them in the Preview area

Choose a line style

Preview of settings

Click buttons or edges of preview to apply borders

Choose to apply the settings to a paragraph or to selected text

Click to change the location of the border relative to the text
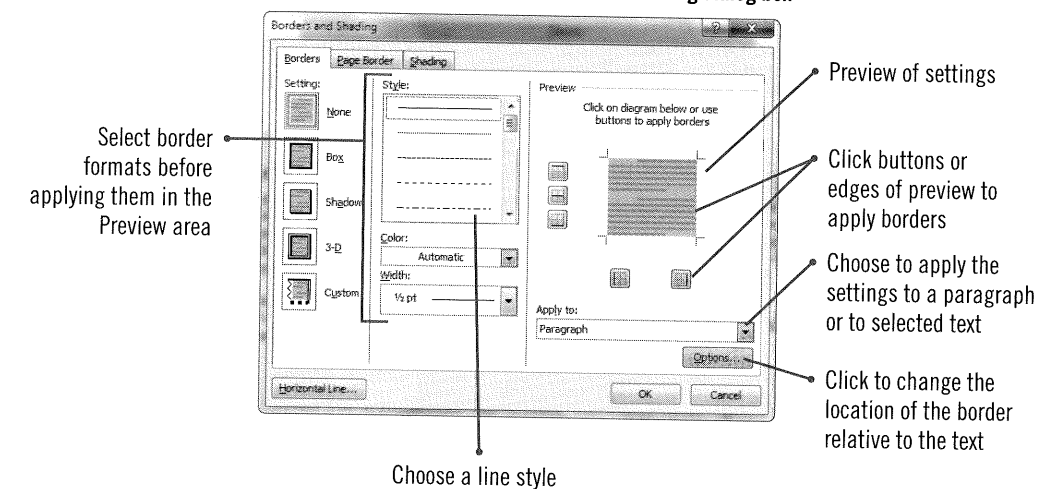
FIGURE C-23: Borders and shading applied to the document

Text formatted in green, small caps

Double-line, 1½-point, purple, box border

Text formatted in bold, purple
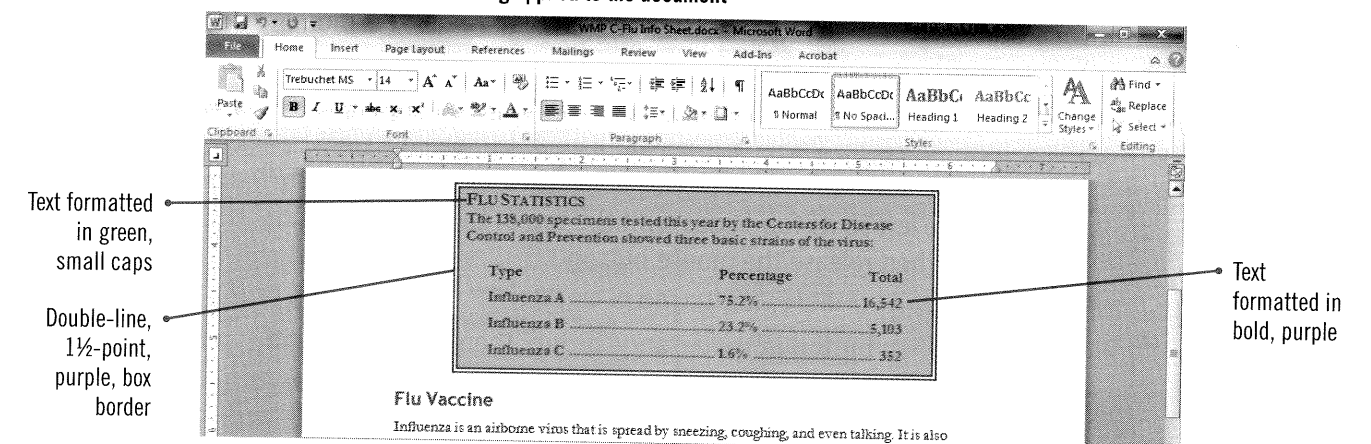
Highlighting text in a document

The Highlight tool allows you to mark and find important text in a document. **Highlighting** is transparent color that is applied to text using the Highlight pointer ⬛. To highlight text, click the Text Highlight Color list arrow ⬛▾ in the Font group on the Home tab, select a color, then use the I-beam part of the ⬛ pointer to select the text you want to highlight. Click ⬛ to turn off the Highlight pointer. To remove highlighting, select the highlighted text, click ⬛▾, then click No Color. Highlighting prints, but it is used most effectively when a document is viewed on screen.