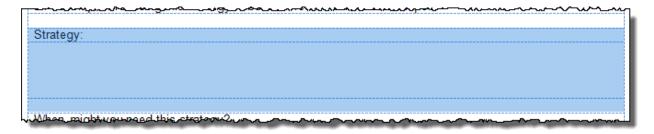
Shading and Borders in Handout Tables

You can change the border and shading properties of individual cells or entire rows.

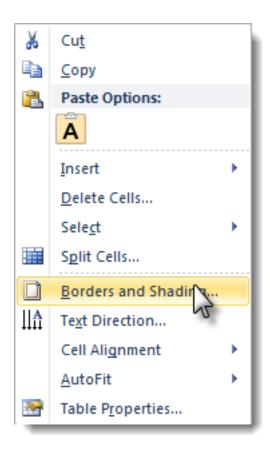
Position the cursor inside the cell.

Strategy:			
When might you nee	d this strategy?	 	

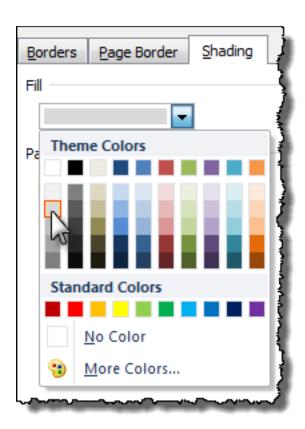
To change entire rows, highlight all cells in the row.



Right-click on the highlighted area and select **Borders and Shading** to reveal the Borders and Shading window.



Select the **Borders** tab or **Shading** tab and set the properties desired for the cell, row, or table. Then move to the other tab to set those properties if necessary.



Click the **OK** button to apply your changes.