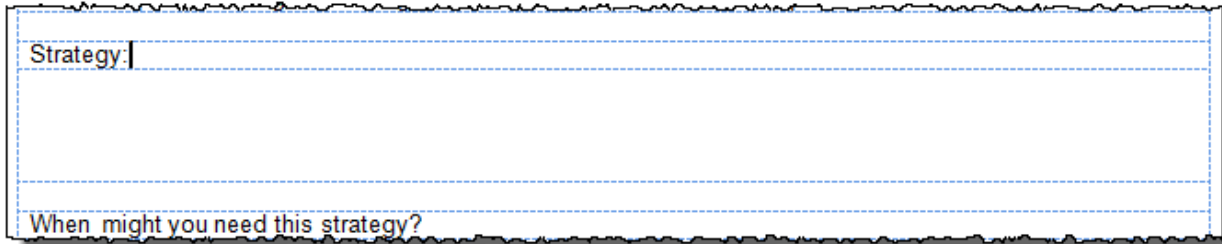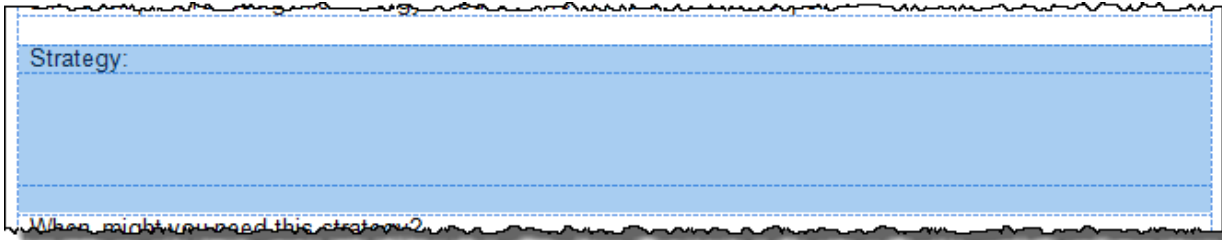**Shading and Borders in Handout Tables**

You can change the border and shading properties of individual cells or entire rows.
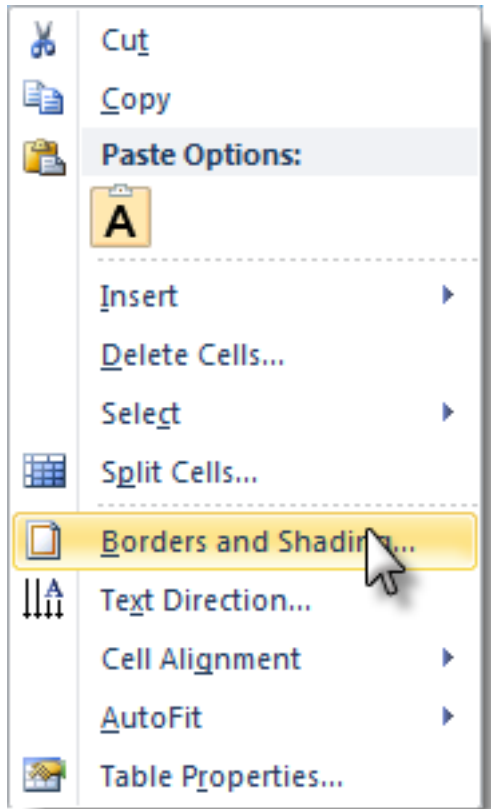
Position the cursor inside the cell.

Strategy:

When might you need this strategy?

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

Strategy:

When might you need this strategy?

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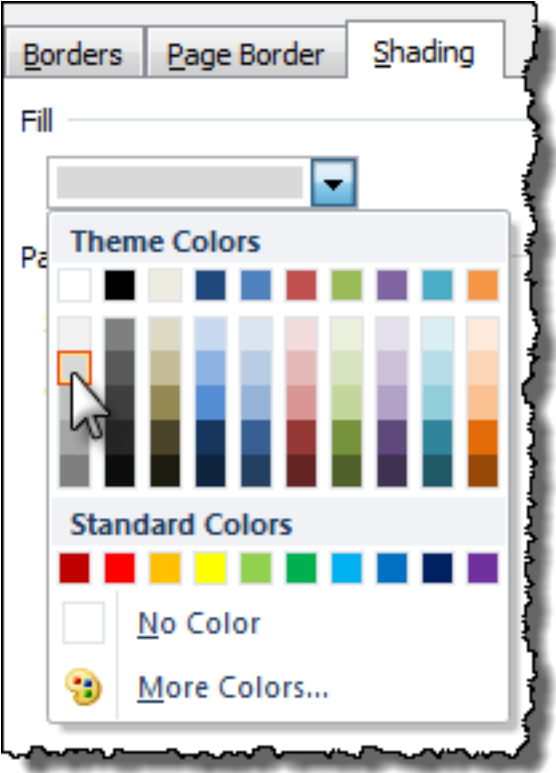
Click the **OK** button to apply your changes.