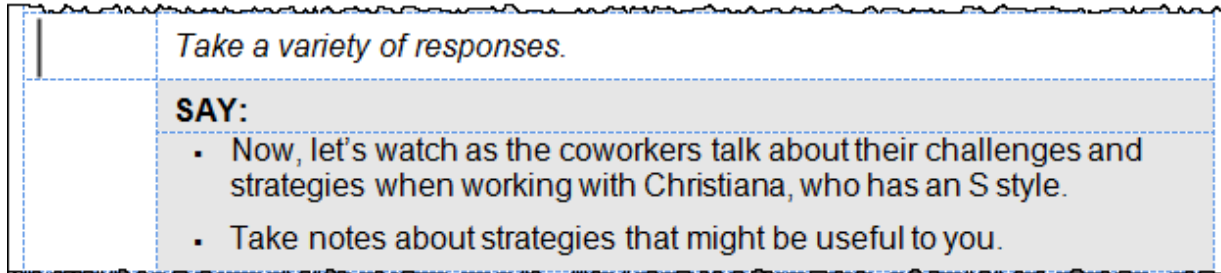


## Shade and Border Leader's Guide Table

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

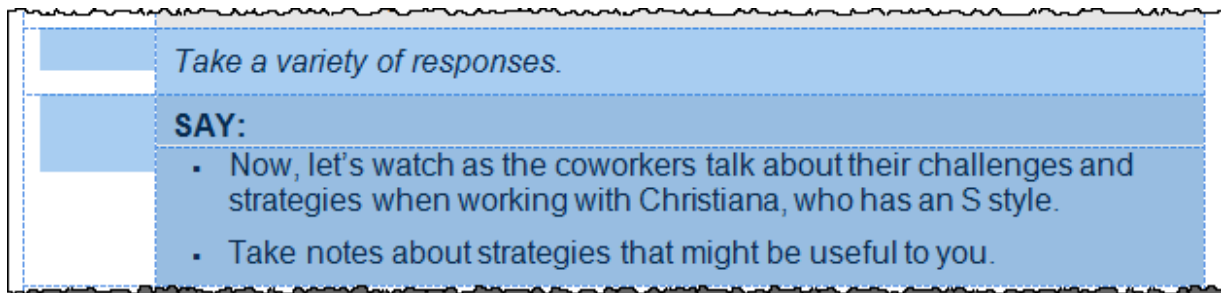
Position the cursor inside the cell.



A screenshot of a table with two rows. The first row is white and contains the text *Take a variety of responses.*. The second row is shaded light gray and contains the text **SAY:** followed by two bullet points: 

- Now, let's watch as the coworkers talk about their challenges and strategies when working with Christiana, who has an S style.
- Take notes about strategies that might be useful to you.

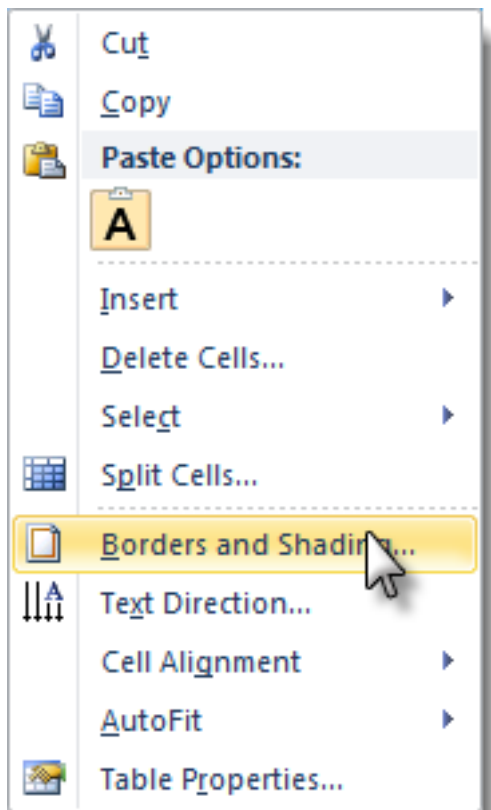
To change entire rows, highlight all cells in the row.



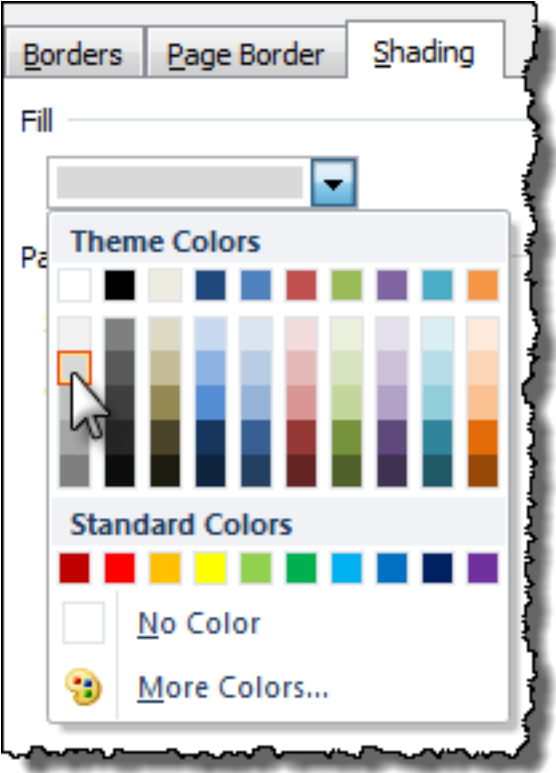
A screenshot of a table with two rows. Both rows are highlighted in light blue. The first row contains the text *Take a variety of responses.*. The second row contains the text **SAY:** followed by two bullet points: 

- Now, let's watch as the coworkers talk about their challenges and strategies when working with Christiana, who has an S style.
- Take notes about strategies that might be useful to you.

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.