

≡ Hide menu

Formatting text

Formatting text and paragraphs

- ✓ **Video:** Control paragraph layout 6 min
- ✓ **Reading:** Exercise: Controlling paragraph layout 10 min
- ✓ **Video:** Apply borders and shading 3 min
- Reading:** Exercise: Applying borders and shading 10 min
- Video:** Apply styles 4 min
- Reading:** Exercise: Applying styles 10 min
- Video:** Manage formatting 4 min
- Reading:** Exercise: Managing formatting 10 min

Work Smarter with Microsoft Word > Module 3 > Exercise: Applying borders and shading

< Previous Next >

Exercise: Applying borders and shading

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

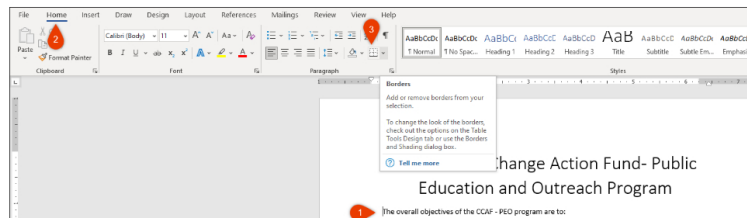
Let's get started!

In this exercise, you will add borders and shading to your sample document.

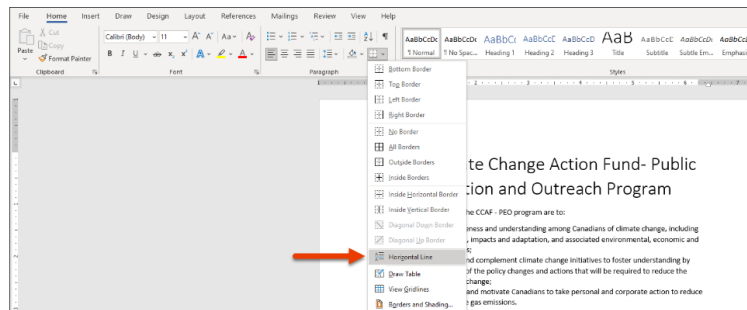
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Applying Borders and Shading](#)

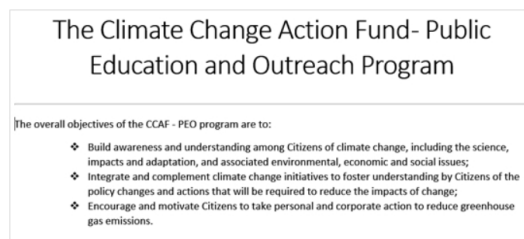
2. Click to place your cursor at the beginning of the first line after the title. Click the Borders drop-down arrow on the Home tab:



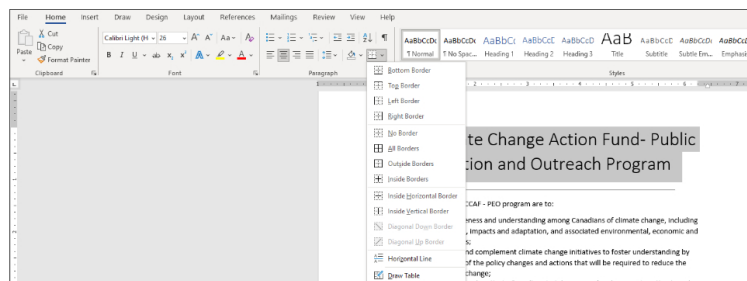
3. Click "Horizontal Line:"



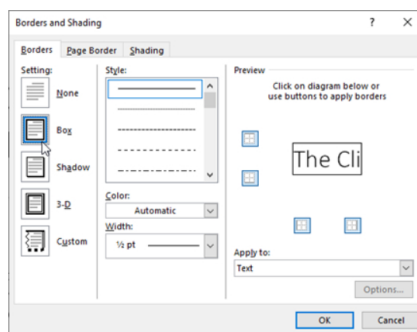
4. Review the results:



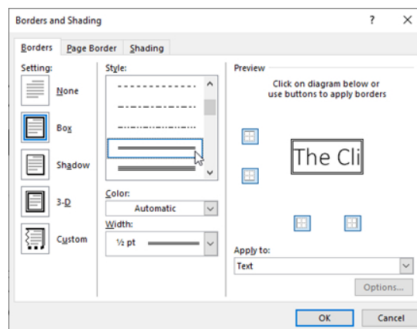
5. Select the title of the document. Click Home → Borders drop-down arrow → Borders and Shading:



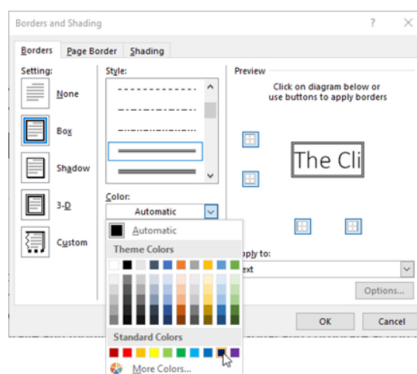
6. The Borders and Shading dialog box will open. Select the Box setting from the list on the left-hand side:



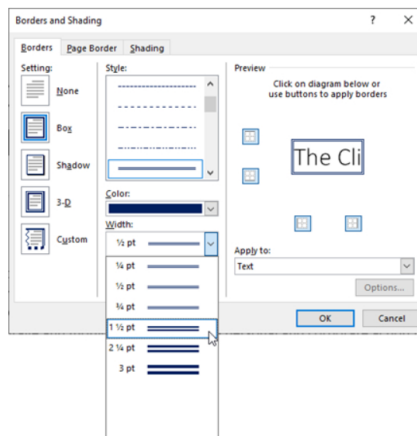
7. Scroll down in the Style list. Choose the double lines option:



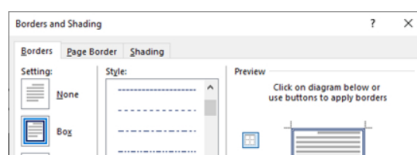
8. Click the Color menu. Choose Dark Blue:

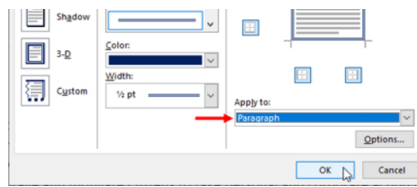


9. Click the Width menu and choose 1 1/2 pt:



10. Ensure that Paragraph is selected from the "Apply to" menu and click "OK" to apply your settings:

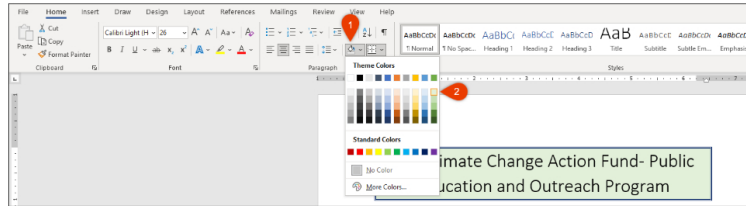




11. Review the changes:

The Climate Change Action Fund- Public
Education and Outreach Program

12. Now, to finish this title, let's apply some shading. With the title still selected, click Home → Shading drop-down arrow, and choose a light shade of green:



13. Save your document as **Activity 3-5 Complete**. Close Microsoft Word 365.

14. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Applying Borders and Shading](#) [g](#) [g](#)

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