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Exercise: Applying a page border and color

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 page formatting to a document.

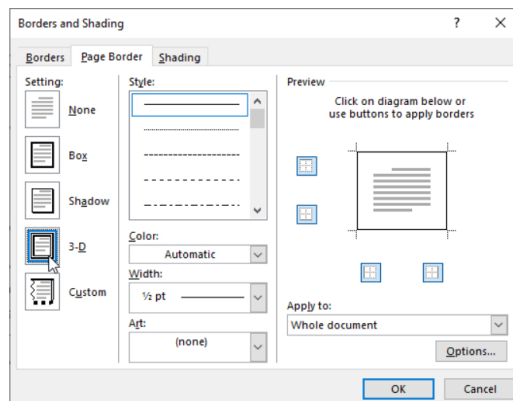
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Applying a page border and color](#)

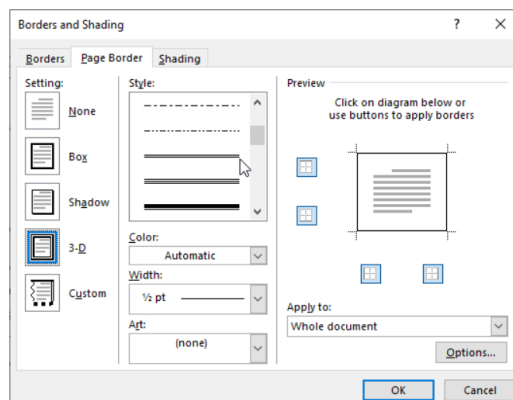
2. First, let's add a border to the title page. Ensure that your cursor is on that page and then click Design → Page Borders:



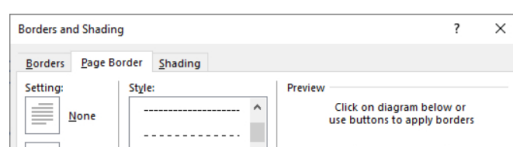
3. Choose a 3-D border style:

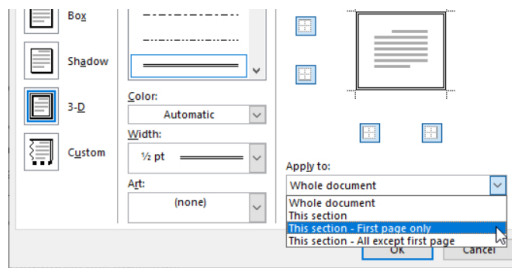


4. Scroll down in the Style list and choose a double solid line:

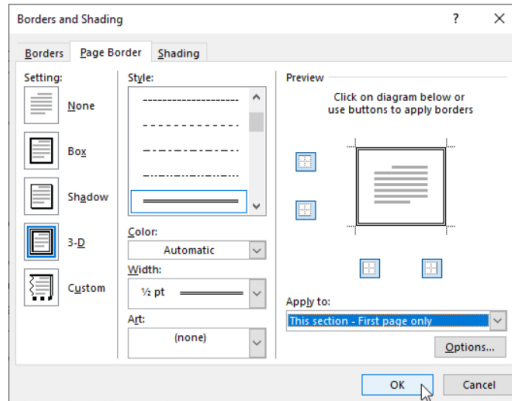


5. The Color and Width settings look great, so we will leave those settings at their default options. Click the "Apply to" drop-down menu and choose "This section – first page only:"

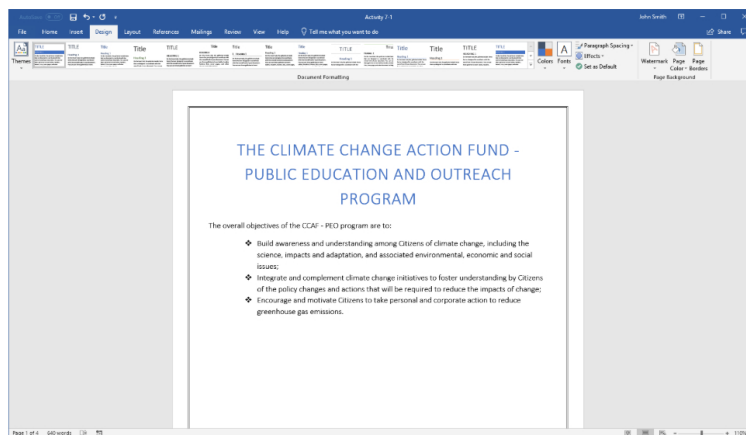




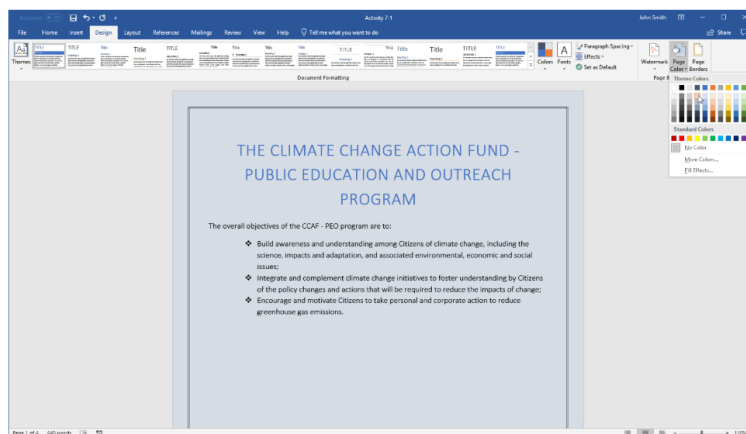
6. Click "OK" to create your border:



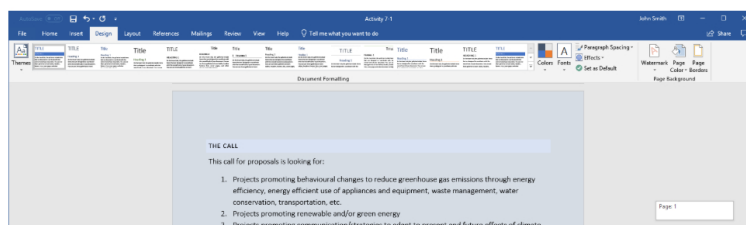
7. The border will now be applied to the first page of the document:

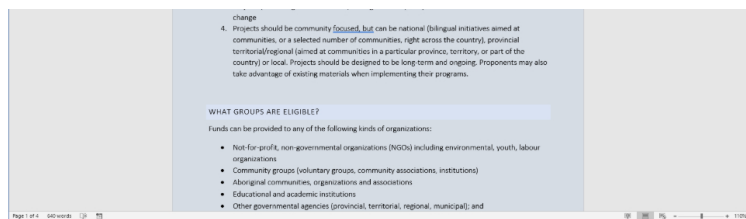


8. Now let's change the page color. Click Design → Page Color → Blue-Gray, Text 2, Lighter 80%:



9. Scroll through the document to view the effects of this formatting change:





10. Save your document as Activity 7-1 Complete and close Microsoft Word 365.

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

[Completed exercise: Applying a page border and color](#)

Mark as completed

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