

Table Styles, Borders and Shading in MS Word

Microsoft Word

Module 23 - Table Styles, Borders and Shading in MS Word

Helping Tool of Table Design Menu

Design Menu

In Microsoft Word, the Design tab under the Table Tools section provides a variety of options to help you customize and enhance the appearance of your table. When you insert a table into your document, the Table Tools menu will appear, which consists of two tabs: Design and Layout.

The Design tab allows you to apply pre-designed table styles and adjust other table formatting features.

There are 3 groups in design menu.

- Table Style Options
- Table Styles
- Draw Borders

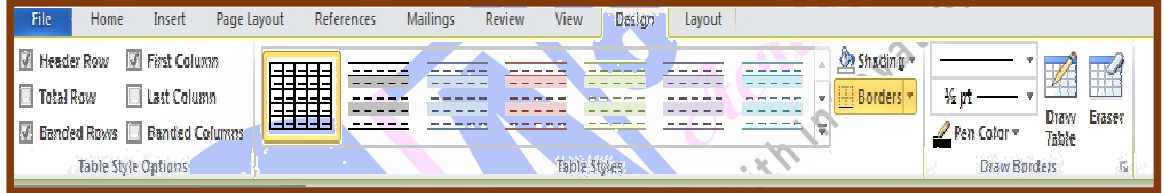
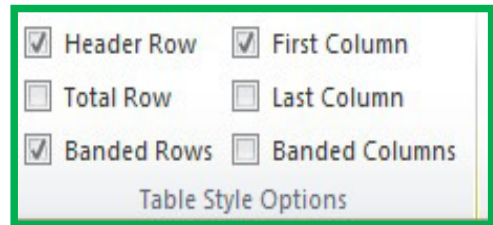


Table Style Options

Table Style Options

- **Header Row:** When enabled, this option applies a special formatting to the first row, usually to distinguish it as the header.
- **Total Row:** This option, if selected, will apply specific formatting to the last row of the table, often used for totals or summaries.
- **Banded Rows:** When turned on, this alternates row shading (often with light and dark shades) to make rows more distinguishable for better readability.
- **First Column:** Formats the first column differently (such as with bold text) to highlight it as a key reference.



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- **Last Column:** Similar to the "First Column" option, but applies to the last column.
- **Banded Columns:** Similar to "Banded Rows," but alternates shading across columns instead of rows.

Table Styles

• **Table Styles Gallery:** You can select a predefined style from a gallery of options that apply colors, borders, and shading to your table. These styles help make your table more visually appealing without manually adjusting every element.

• **Quick Styles:** You can quickly apply a simple style or a more complex design depending on your needs.

• **Borders and Shading:** This option allows you to manually apply specific border styles (e.g., solid, dotted) and shading (color fill) to cells, rows, or columns within the

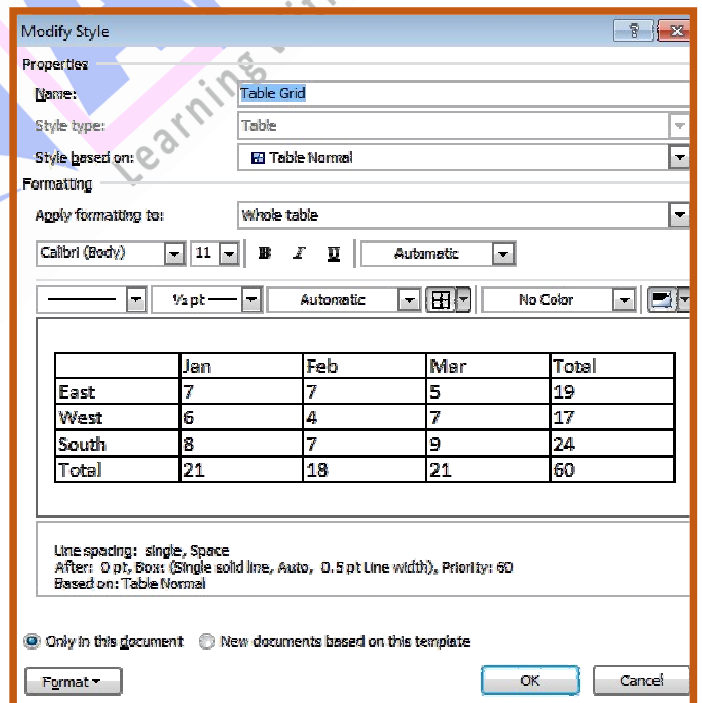
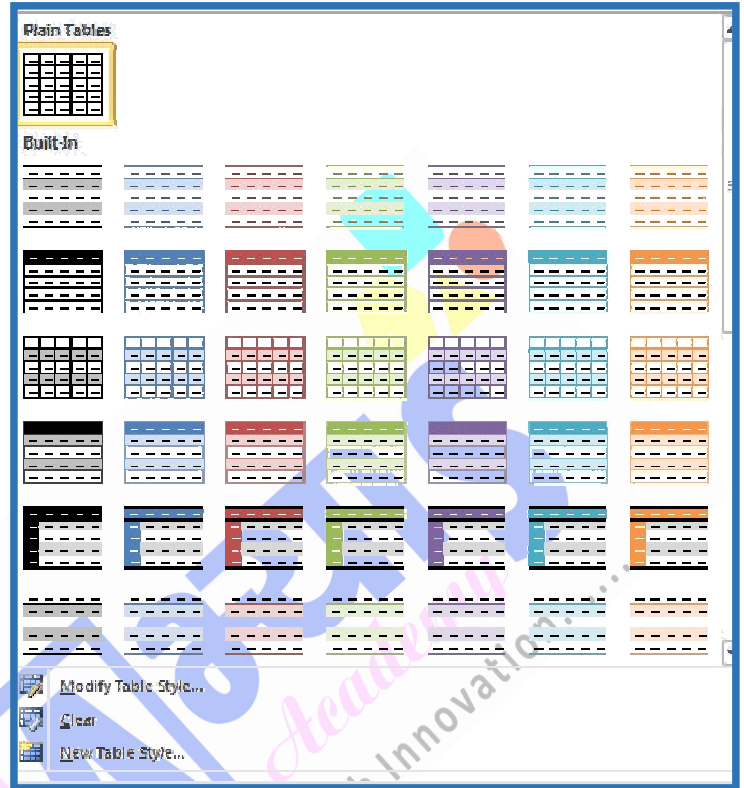
table.

Modify Table Styles

The "Modify Style" option in MS Word allows you to customize an existing table style by adjusting its formatting, such as font, color, borders, and shading, and then saving those changes for future use.

Clear Formatting in a Table

Clear Formatting in a Table in MS Word removes all the applied table formatting (such as borders, shading, table styles,



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and any customizations) but keeps the table structure intact (rows, columns, and content). This can be helpful when you want to remove all design elements and start over with a clean table format while preserving the data.

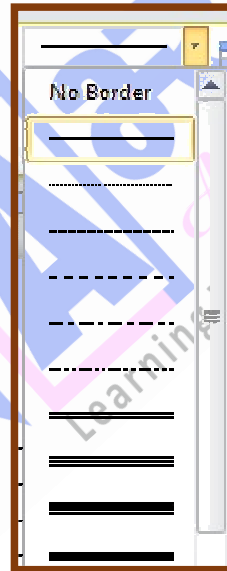


Table Styles - Shading in MS Word

Shading in MS Word refers to the application of background color or patterns to the cells, rows, or columns of a table. It helps enhance the visual appearance of a table, making it easier to read or highlighting specific sections. You can apply shading to individual cells or entire rows/columns to differentiate or emphasize parts of the table.

Table Styles - Border in MS Word

In MS Word, borders in a table are the lines that define the edges of cells, rows, columns, or the entire table. Borders help visually separate the content within the table, making it more organized and easier to read.



Border - Line Style

In MS Word, Line Style refers to the appearance of borders, which can be customized in terms of thickness, color, and pattern. You can adjust the line style to make your table borders (or any other borders) look solid, dashed, dotted, or even double.



Border - Line Weight

Line Weight in MS Word refers to the thickness of a border line (or any other line, such as a shape outline). Adjusting the line weight allows you to make borders or lines thicker or thinner, giving you more control over the table's visual appearance.

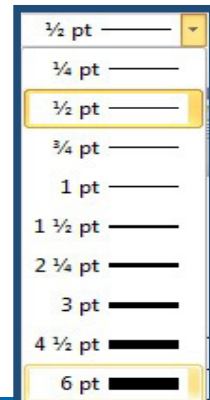


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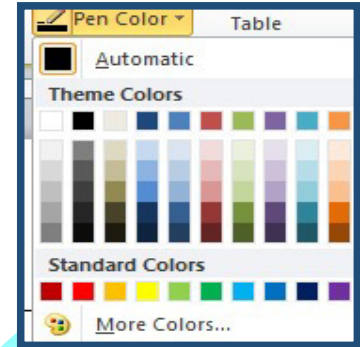
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Draw Borders - Pen Color

In MS Word, Pen Color allows you to change the color of the lines (borders) in your table or shapes, giving you the ability to customize the appearance of your borders.



Draw Borders - Draw Table

In Microsoft Word, the Draw Table feature allows you to manually draw a custom table by directly using your mouse to create cells and borders. This gives you full control over the table's structure, letting you create a table that doesn't have to follow a predefined grid.

Draw Borders - Eraser

The Eraser tool in MS Word allows you to remove specific borders or lines from a table. It's useful when you want to erase a particular border (like between cells, rows, or columns) without affecting the rest of the table formatting.

