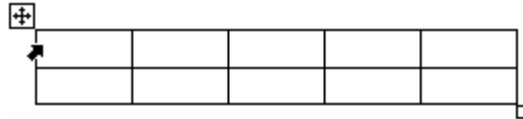


Title: Word – Tables – Shading

Purpose: This document describes how to apply shading in a table.

Steps:

1. Highlight the cells in the table that you wish to apply shading. To highlight cells, position the cursor on the left edge of the cell (or there are multiple cells then focus on the upper left cell initially) that you want to highlight until the cursor changes to a solid black arrow as shown below, and then click (or hold and drag) the left mouse button.



2. Select **Table Properties** from the **Table** menu.
3. In the **Table Properties** window that opens, click on the **Borders and Shading** button on the **Table** tab.
4. In the **Borders and Shading** window the opens, choose the **Shading** tab, and then select the type of shading you want to apply.
5. Click on the **OK** button for each opened window to apply the shading.