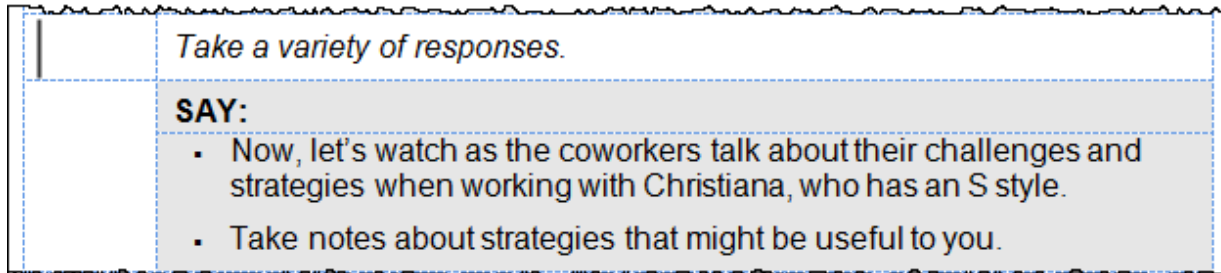


## Shade and Border Leader's Guide Table

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

Position the cursor inside the cell.



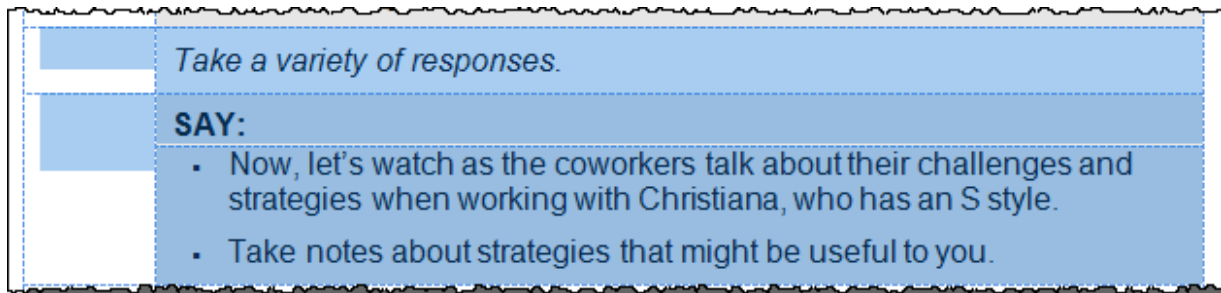
A screenshot of a table with two rows. The first row contains the text *Take a variety of responses.* The second row contains the text **SAY:** followed by two bullet points: 

- 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.

The second row is shaded light gray. A dashed blue border is visible around the cells.

	<i>Take a variety of responses.</i>
	<b>SAY:</b> <ul style="list-style-type: none"><li>• Now, let's watch as the coworkers talk about their challenges and strategies when working with Christiana, who has an S style.</li><li>• Take notes about strategies that might be useful to you.</li></ul>

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



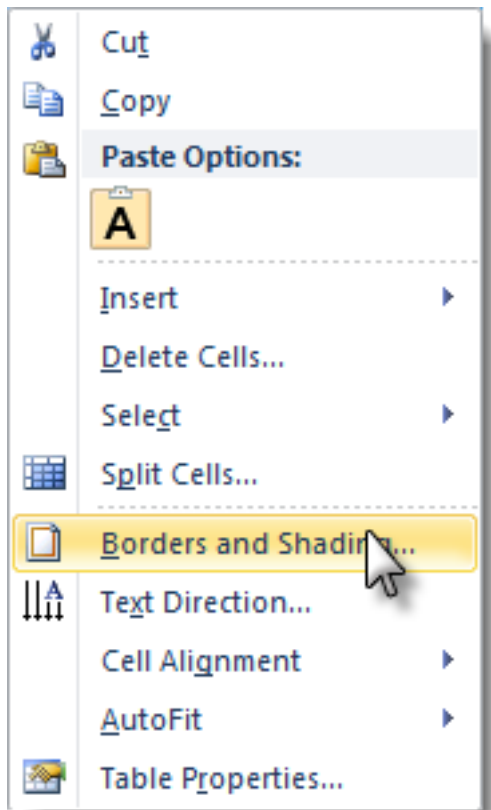
A screenshot of a table with two rows. The first row contains the text *Take a variety of responses.* The second row contains the text **SAY:** followed by two bullet points: 

- 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.

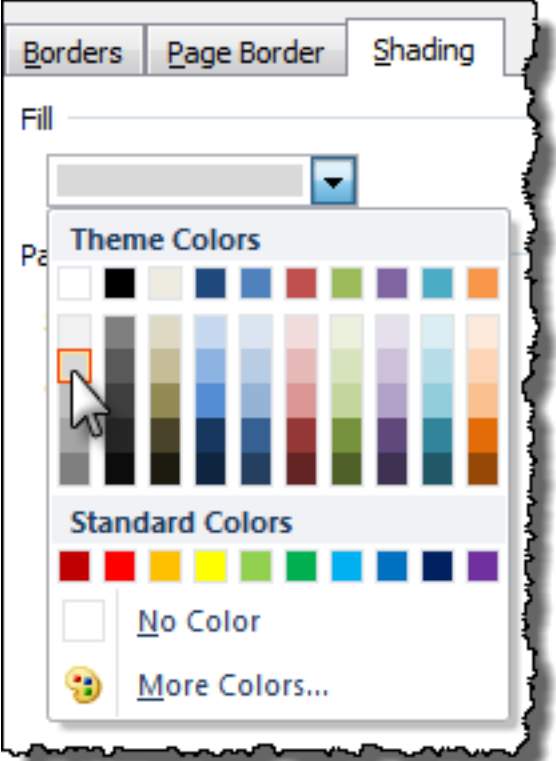
The first two columns of both rows are highlighted in light blue. A dashed blue border is visible around the cells.

	<i>Take a variety of responses.</i>
	<b>SAY:</b> <ul style="list-style-type: none"><li>• Now, let's watch as the coworkers talk about their challenges and strategies when working with Christiana, who has an S style.</li><li>• Take notes about strategies that might be useful to you.</li></ul>

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.