Add Borders and Colors to Cells
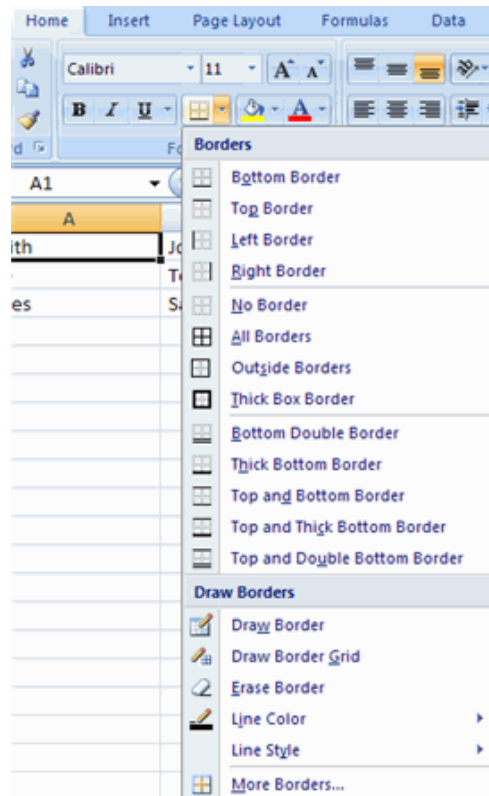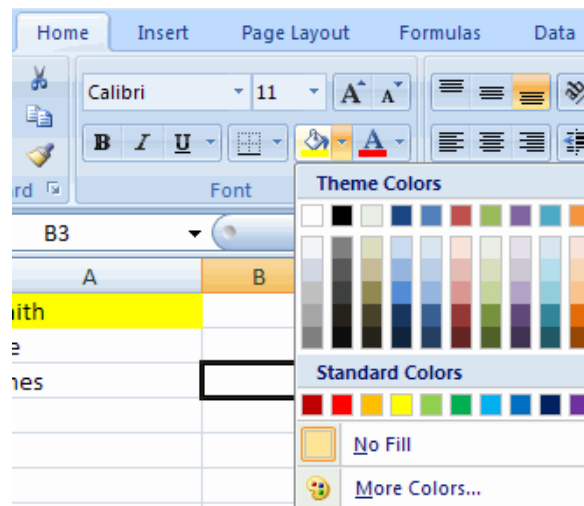
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- Click the **Borders** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate border

To apply colors manually:
- Click the **Fill** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate color

To apply borders and colors using styles:

- Click **Cell** Styles on the **Home** tab
- Choose a style or click **New Cell Style**