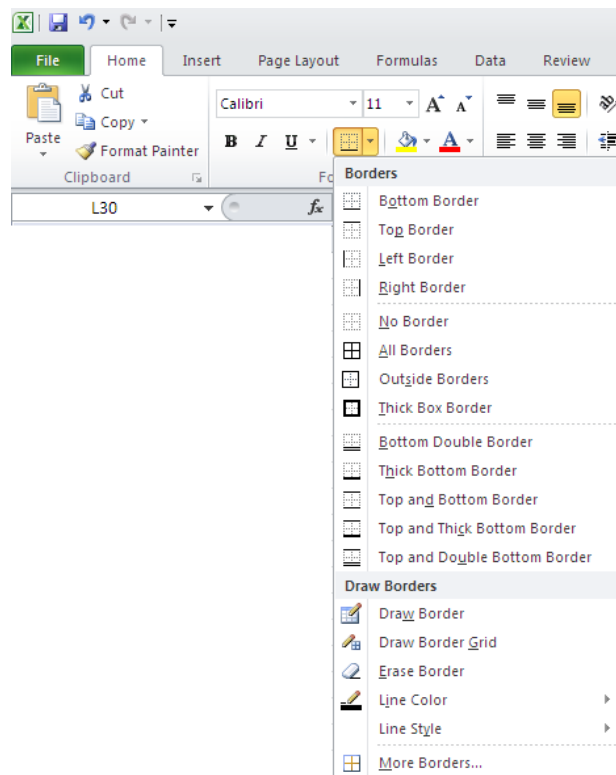


Add Borders and Colors to Cells

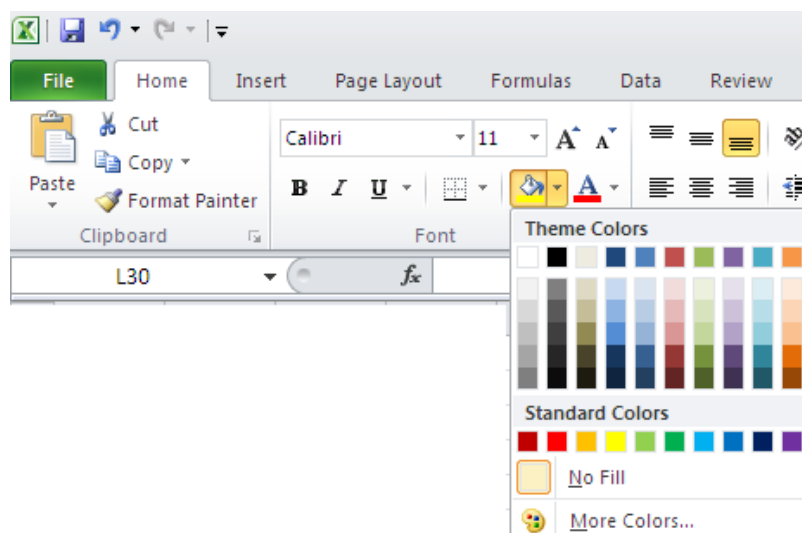
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- 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**

