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## Fill color in microsoft word

New table: Create a table, switch to table design, and select a border style, size, and color. Select Frame Painter to color cells. Existing table: Right-click the cells, select Border and Shading > Shading > Fill, and select a color. Select Apply to > Apply cell or table, or go to the Design tab, select Page Margins > Shading > Fill, and select a color. Select To > Apply Cell or Table. This article explains how to apply a background color to an entire table or to specific parts of a table in Microsoft Word, add accented or easier-to-read complex tables. The instructions include Microsoft Word for Microsoft 365, Word 2019, Word 2016, Word 2013, and Word 2010. To create a new table and color it before entering data in it: On the Insert tab, go to the Insert tab and select the Table drop-down arrow. Drag the cursor over the grid to select how many rows and columns to display in the table. On the Table Design tab, select a border style, size, and color. Select the Boundaries drop-down arrow and select the borders you want to apply. Or, select Border Painter to draw on the table to specify which cells to color. Lifewire / Kyle Fewel To format an existing table with a background color: Select the cells you want to color with a background color. Use the Ctrl key to select noncontiguous cells. Right-click one of the selected cells. Select border and shading. Select the Shading tab. Select the Fill drop-down arrow to open the color chart, and then select a background color. Select the Style drop-down arrow, and then select a hue percentage or pattern in the selected color. Select the Apply drop-down arrow, and select cell to apply the selected color only to the selected cells. Or, select Table to fill the entire table with the background color. Select OK. To use the Design tab to add any color to a table: Select the table cells to which you want to apply the background color. Select the Design tab. In the Background page group, select margins. Select the Shading tab. Select the Fill drop-down arrow, and then select a color from the color chart. Select the Style drop-down arrow, and then select a percentage of the tone or pattern. Select the Apply drop-down arrow and select Cell to add the background tone to the selected cells. Or, select Table to fill the entire table with the background color. Thank you for letting us know! Tell us why! Please note: This article was written for users of the following versions of Microsoft Word: 2007, 2010, 2013 and 2016. If you are using an earlier version (Word 2003 or earlier), this tip may not work for you. A version of this tip, written specifically for earlier versions of Word, can be found here: Copying the fill color in a table. by Allen Wyatt (last updated on December 30, 2017) April has a table in her Word document. A row is formatted with a custom color fill that matches the company's logo color. April now wants to copy this fill color to other lines. She hoped to use the Painter format, but that only copies the text not the fill color used in the table cells. April wonders if there is a way to copy the fill color from one line to another. There are a few ways you can address this issue. One is to simply use the tools available in Word. Follow these steps: Select the row that is already filled with the color you want. View the Home tab of the ribbon. Click the down arrow to the right of the shading tool in the Paragraph group. (The tool looks like a spilling bucket of paint.) Word displays a color palette. Click More Colors. Word displays the Colors dialog box. The color of the selected row should already be displayed in the dialog box. (See Figure 1.) Figure 1. The Colors dialog box. Click OK. (Note that you have not made any changes in the dialog box; You just clicked OK.) Select the other rows in the table whose background color you want to change. Click the shading tool on the Ribbon Design tab. The desired color is applied to the selected rows. After you apply the color you want to apply if you want to apply it elsewhere (possibly in a different table or in some cells you missed), all you need to do is select the cells and press F4. Shading is repeated on the selected cells. If you need to do this with a set of tables or in a number of documents, consider using a macro to do the shading. A handy small macro is the following: Sub ShadeTable() Dim backColor As Long Dim foreColor As Long If Selection.Information(wdWithTable) Then With Selection.Tables(1) backColor = .Cell(1, 1).Shading.BackgroundPatternColor foreColor = .Cell(1, 1).Shading.ForegroundPatternColor .Shading.BackgroundPatternColor = backColor .Shading.ForegroundPatternColor = foreColor End With Else MsgBox Put the insertion point in a table End If End Sub The macro shades an entire table based on the shading used in the first cell of the first row of the table. All you need to do is make sure that you place the insertion point somewhere in the table before you run it. Note: WordTips is your source of cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (10932) applies to Microsoft Word 2007, 2010, 2013, and 2016. A version of this tip for Word's older menu interface can be found here: Copy ingesbing the fill color in a table. Learning made easy! Quickly learn how to format, publish, and share your content with Word 2013. With step-by-step, you enter Speed, build and practice the skills you need only when you need them! Check out Microsoft Word 2013 today! Today! Today!

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