



Tables - Shading

How do I shade a cell in my table?

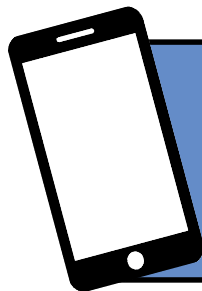
1. Click within the cell or select the cells you wish to shade.
2. Click to display the 'Table Tools, Design' ribbon.
3. Click the 'Shading' button.
4. Choose a colour from the list displayed.



NOTE: Choose 'No Color' to remove the shading.

Is 'White Colour' the same as 'No Color'?

No. When you 'white colour' the cell it is filled with white, therefore anything placed behind it will not be visible. When 'No colour' is selected the background is transparent therefore anything behind will still be seen.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk