

What is the proper method for formatting borders in Excel?

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The proper method for formatting borders in Excel involves selecting the desired cells or range of cells, clicking on the "Home" tab, and then selecting the "Borders" option. From there, various border styles, colors, and thickness can be applied to the selected cells. It is important to note that borders can also be customized using the "Format Cells" option in the "Home" tab. Additionally, borders can be removed by selecting the "No Border" option in the "Borders" menu. This method ensures that borders are consistently applied and visually appealing in an Excel spreadsheet.

Excel Format Borders

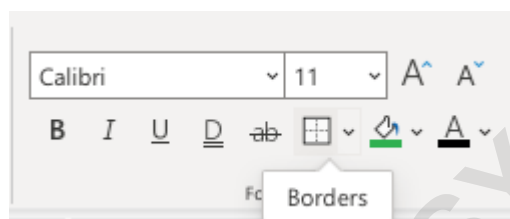
Format Borders

Borders can be added and removed. Colors and style can be changed.

Why format borders?

Make the document more readable and understandableEmphasizing key points

The Borders menu is accessed in the Ribbon, in the Font group.



The button remembers the border you used last time.

Adding Borders

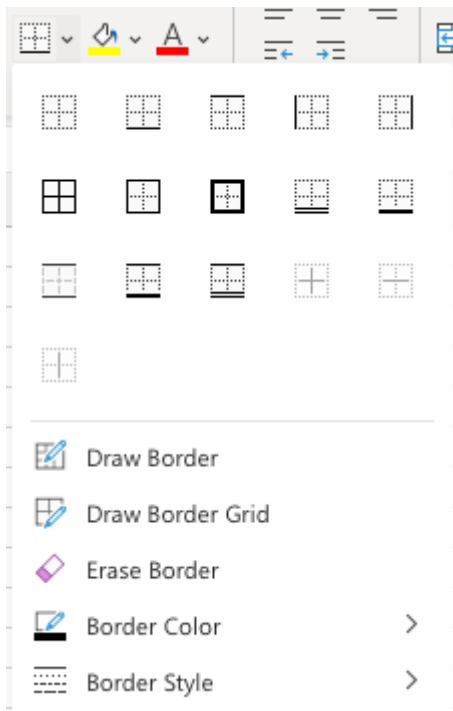
Borders are added by clicking the **Borders** button.

The default border is black underline.

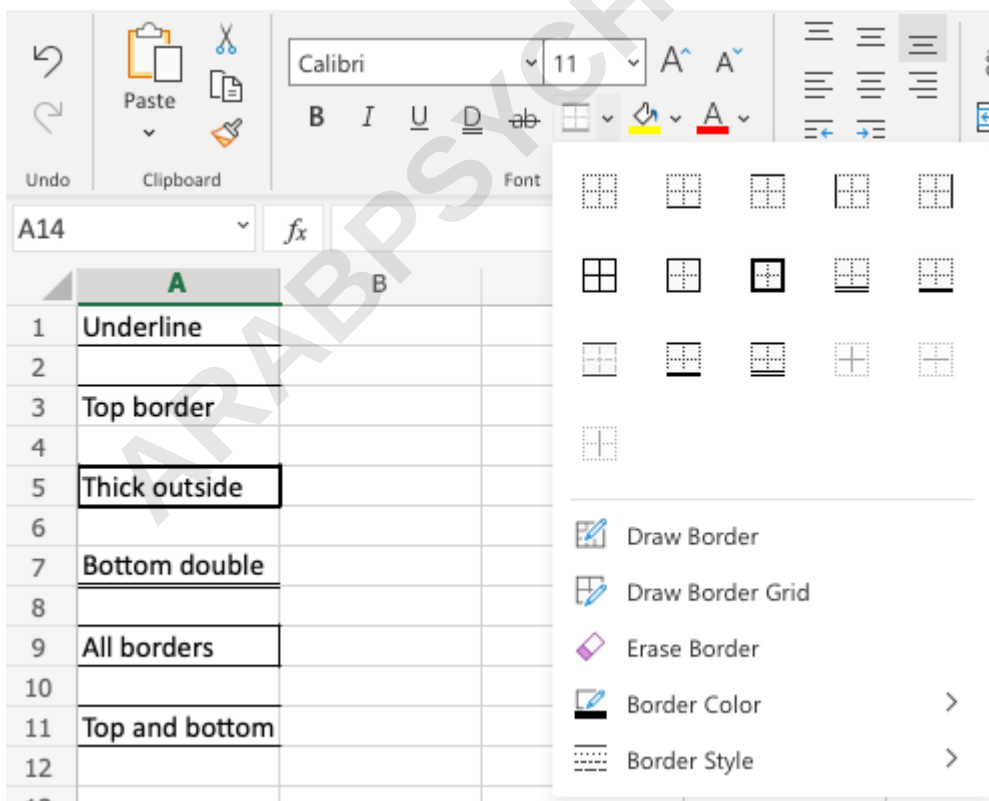
Changing the border type, style or color is a choice you make.

The option button next to the Border command gives options for more types of borders.

Clicking the option button gives an overview of the different border options.



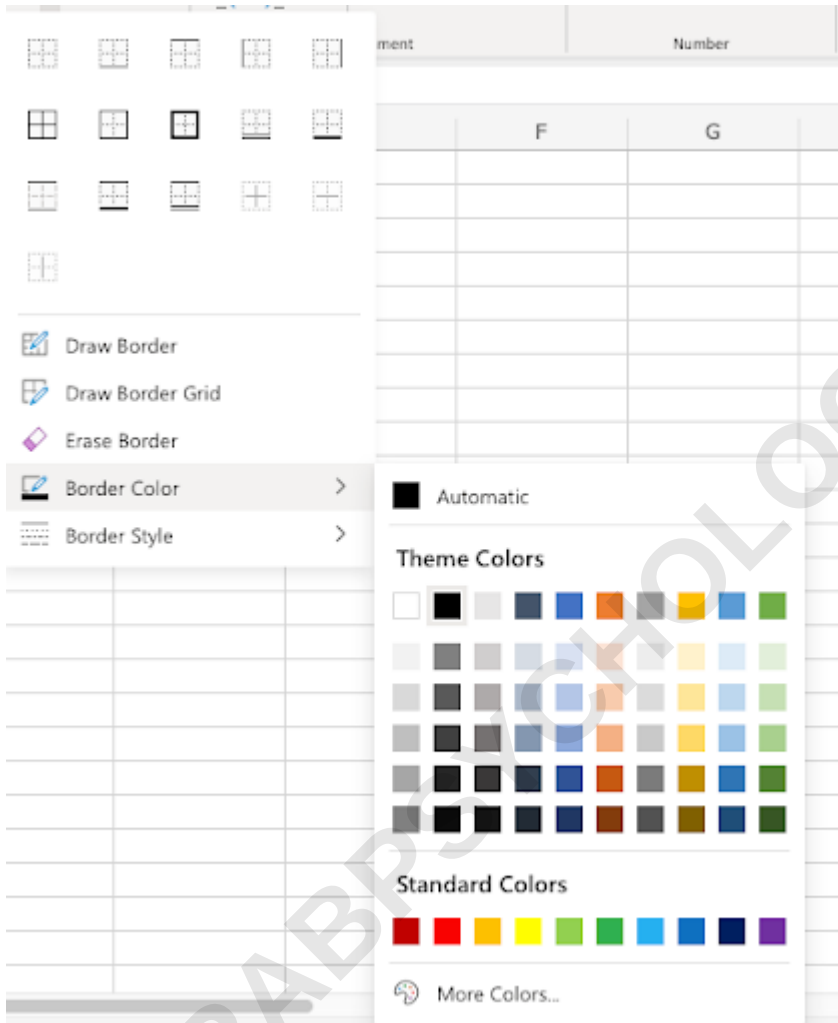
Example:



Border Colors

Colored borders are added by selecting a color before adding the border.

The color can be changed in the Border Color menu:



Example:

G14		<i>fx</i>	
	A	B	C
1	Underline		
2			
3	Top border		
4			
5	Thick outside		
6			
7	Bottom double		
8			
9	All borders		
10			
11	Top and bottom		

Border Style

Borders styles can be changed.

The menu is accessed in the Border Style menu.

Excel offers 6 different border styles:

Solid line Dashed line Dotted line Medium line Thick line Double line

	A	B	C
1	Solid line		
2			
3	Dashed line		
4			
5	Dotted line		
6			
7	Medium line		
8			
9	Thick line		
10			
11	Double line		

Chapter Summary

Borders can be added with different colors and styles. The border button remembers the border

settings used the last time. The options are accessed from the border options button, next to the border button.

In the next chapter you will learn about Number formats.

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