

Create a border (border) around the text

MS Word: QuanTruongMinh.com continues to guide the tips in office computing. Today's tutorial will show you how to create a border (border) around the text and fill the background color of the contoured text.

Create a border (border) around the text.

Before creating a border, select the text (black out).

Method 1 : Click on the icon

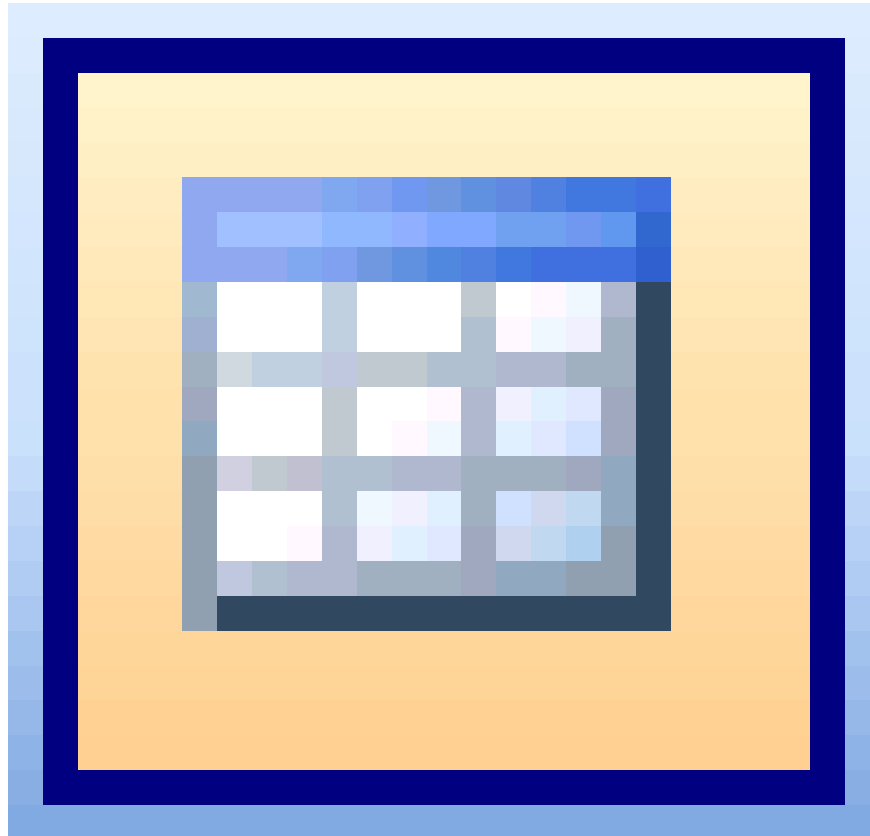
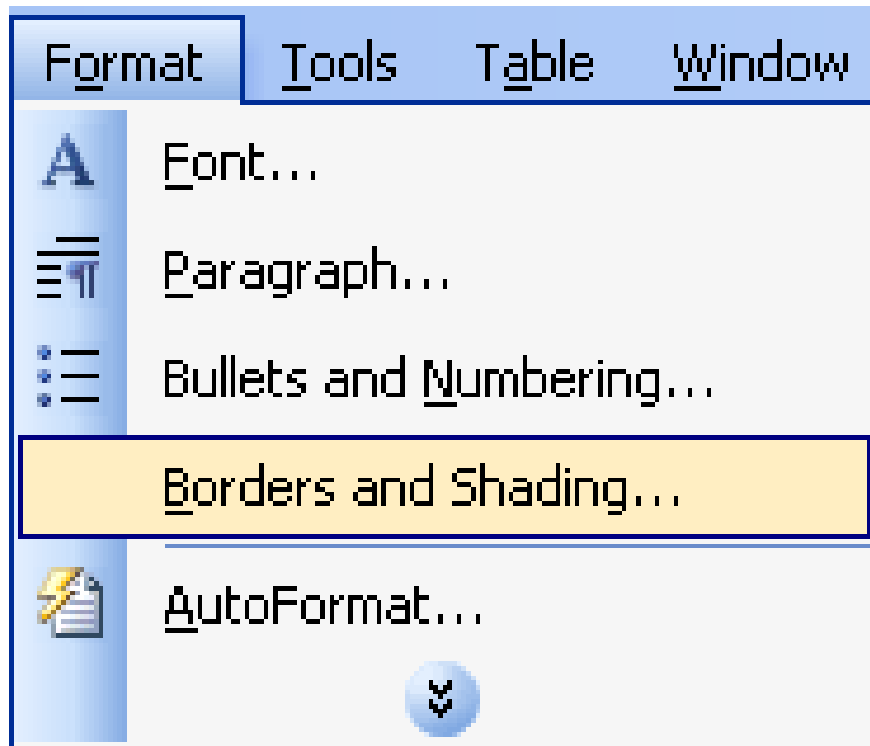


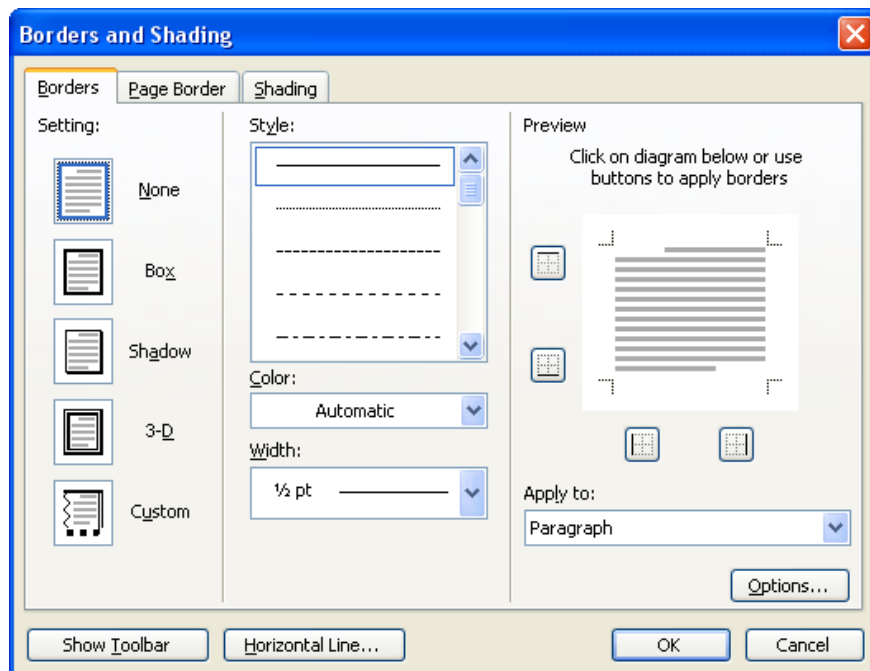
Table borders (In this way, you will not be able to select custom border types).

Method 2 :

1. Go to Format Border and Shading .

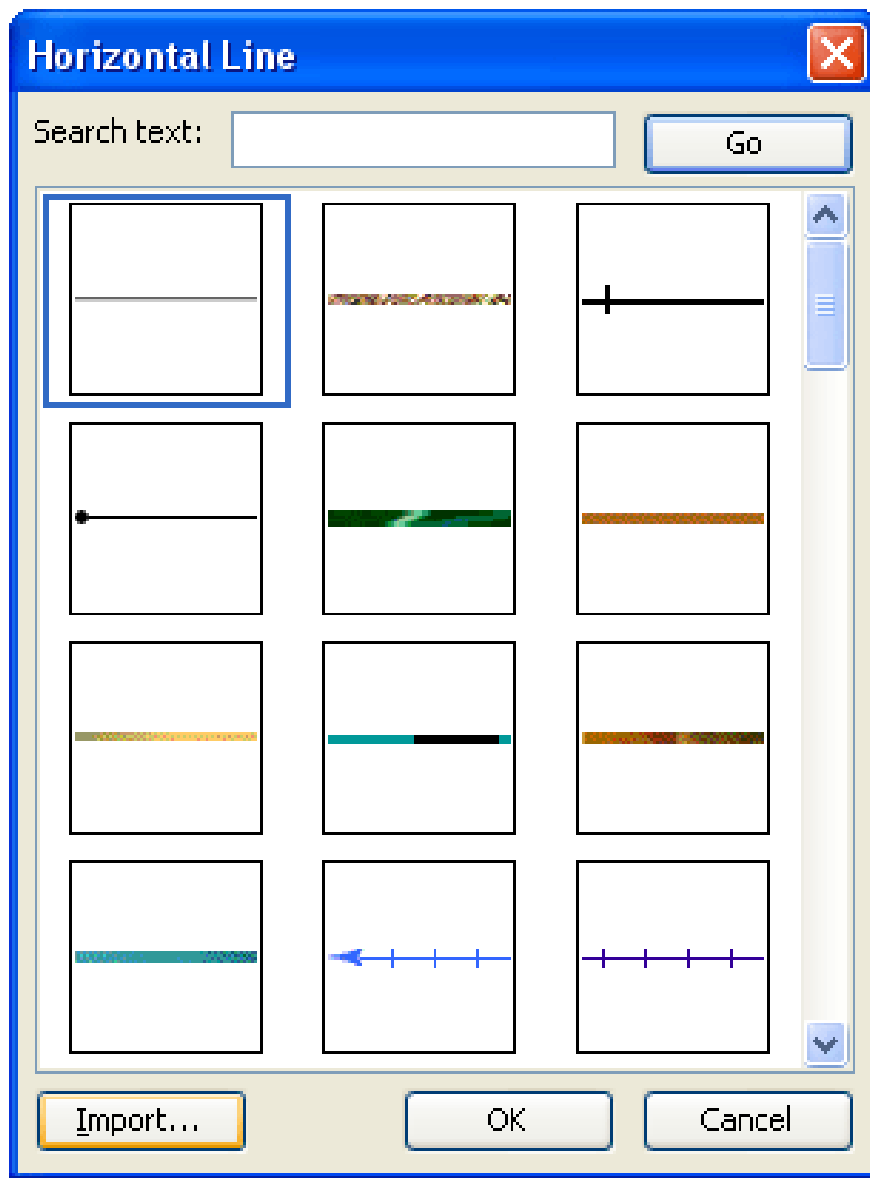


2. Show Border and Shading dialogs, select Border tab:

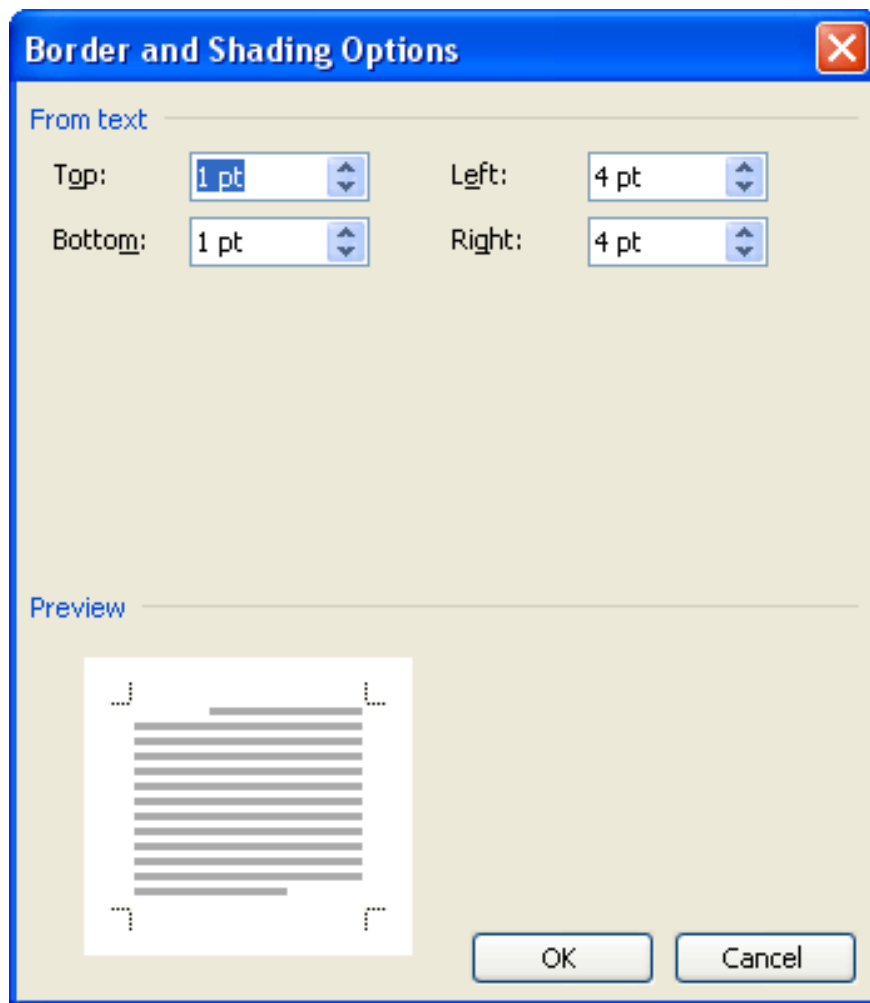


1. Setting: Border type:

1. None: No borders
2. Box: Normal contour type
3. Shadow: Contour type with shadow
4. 3-D: 3D contour type.



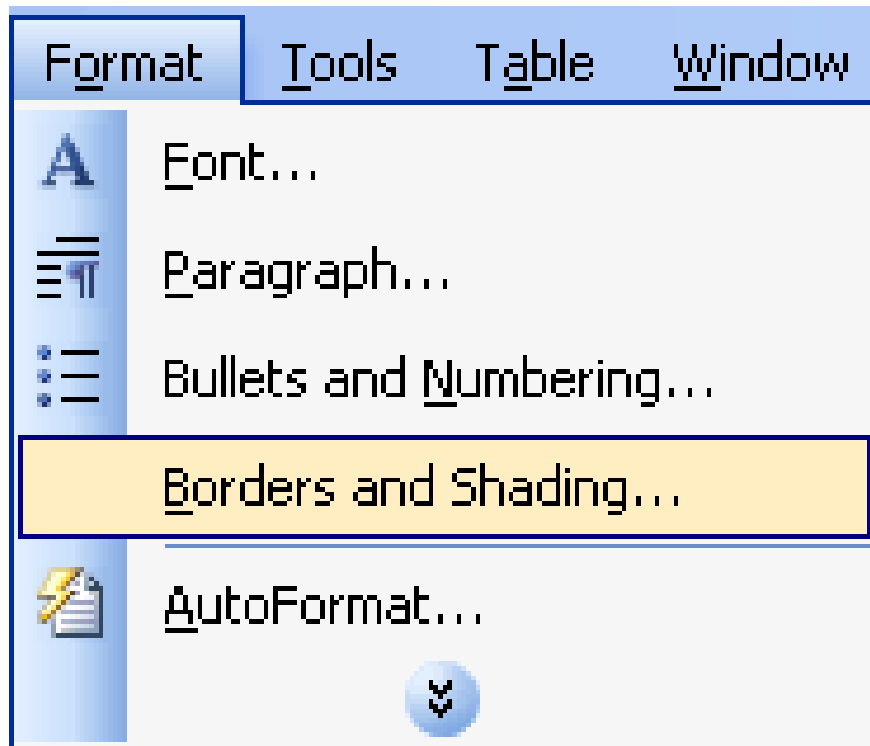
1. Options . => The Border and Shading Options dialog box appears: Change some properties about the distance from the text to the outline stroke.



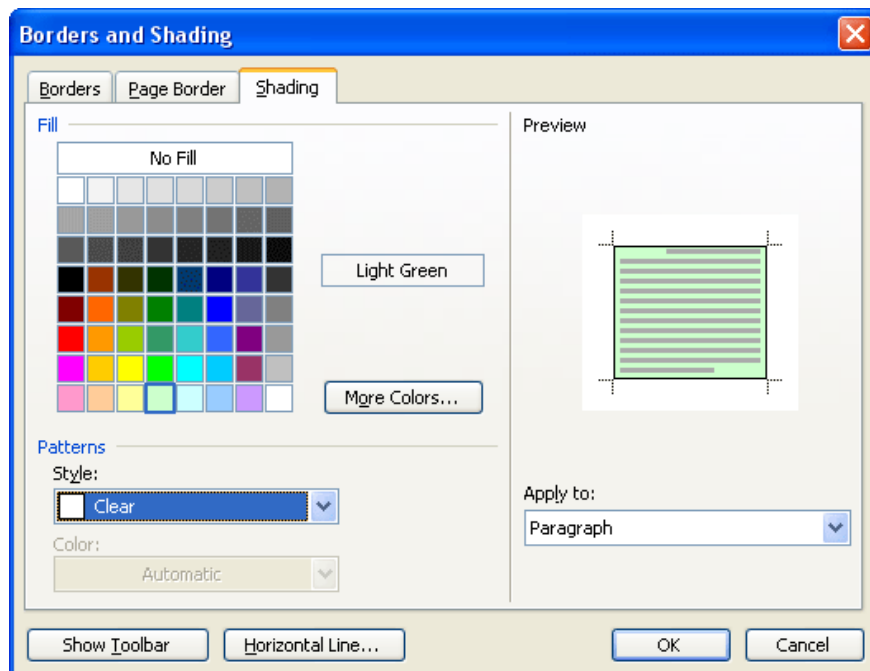
3. Click the OK button to finish creating the outline for the paragraph.

Want to fill the background color of the bordered text

1. Go to Format Border and Shading .



2. The Border and Shading dialog box appears, Shading:



- Fill: Select which background
- More Colors button . Expand the colors to select
- Style: Choose a style with small dots in the background.
- Color: Color of small dots.
- Inside Preview area: Display selected features.

3. Click the OK button to complete the background fill.

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