

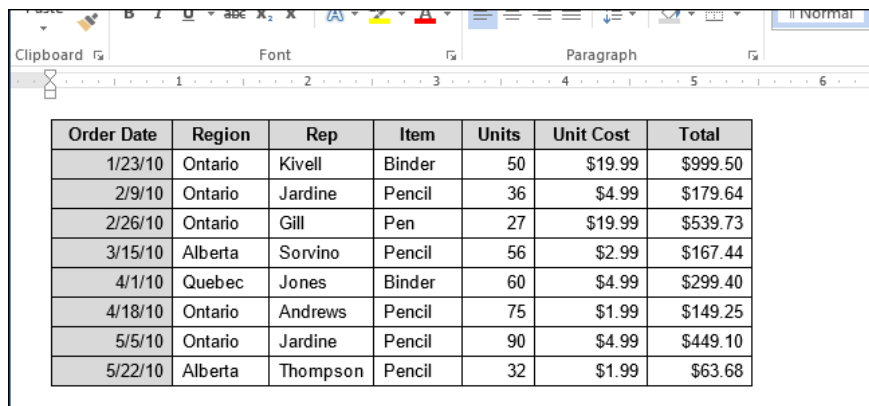
Instructions to add background color to each cell in the table on Word

Adding background colors to each cell in the table has multiple rows, columns is probably the most effective solution for you to read data in rows and columns on the table easily and without glitch.

Suppose when you create a table on Word that your table has a lot of rows and columns, it is difficult for you to distinguish data in rows and columns on the table. Adding background colors to each cell in the table is probably the most effective solution for you to easily read the data in the table without getting confused. In the following article, Network Administrator will guide you how to add color to the table cell in Word.

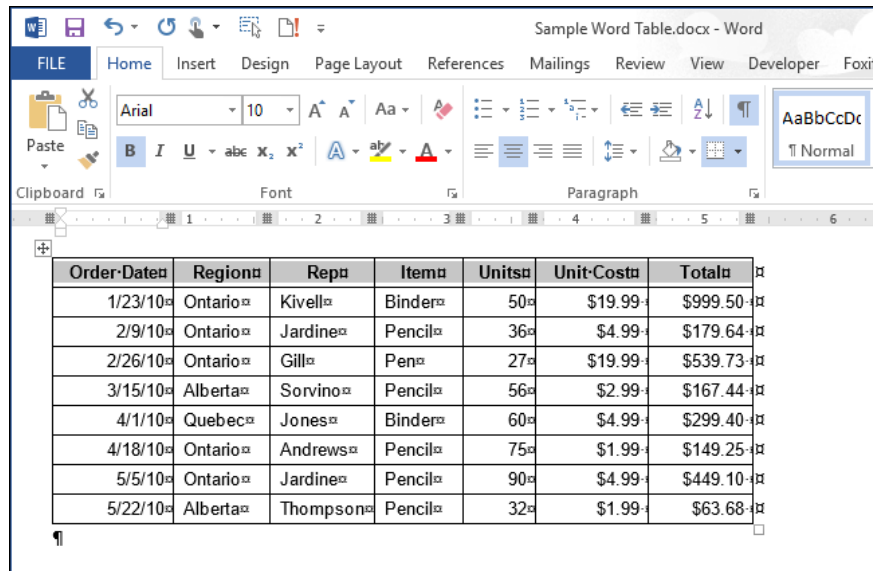
1. Instructions for transferring PDF files to Word are free of Vietnamese errors
2. Create a quick dot (.....) line in Microsoft Word
3. Enter the serial number and the automatic initial character MS Word

How to color cells in Word tables

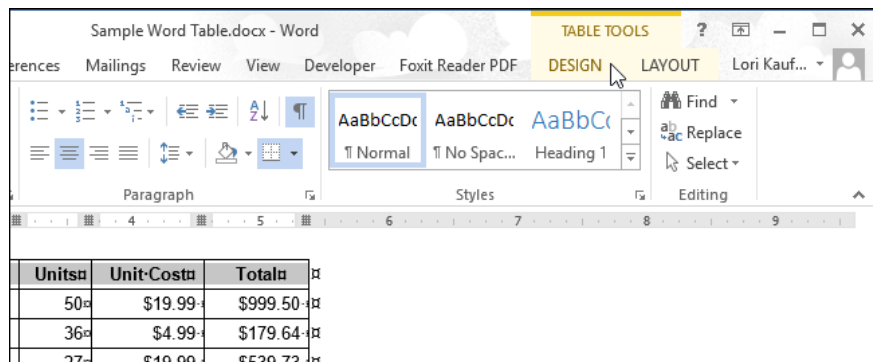


Order Date	Region	Rep	Item	Units	Unit Cost	Total
1/23/10	Ontario	Kivell	Binder	50	\$19.99	\$999.50
2/9/10	Ontario	Jardine	Pencil	36	\$4.99	\$179.64
2/26/10	Ontario	Gill	Pen	27	\$19.99	\$539.73
3/15/10	Alberta	Sorvino	Pencil	56	\$2.99	\$167.44
4/1/10	Quebec	Jones	Binder	60	\$4.99	\$299.40
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5/5/10	Ontario	Jardine	Pencil	90	\$4.99	\$449.10
5/22/10	Alberta	Thompson	Pencil	32	\$1.99	\$63.68

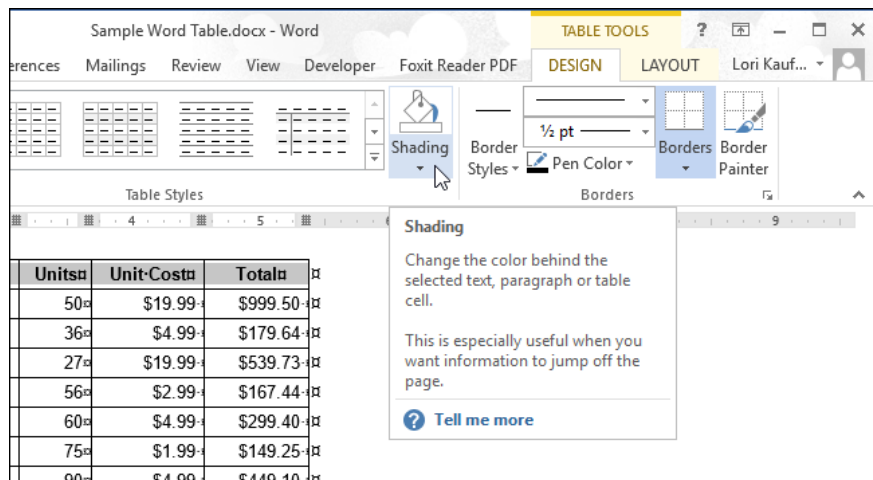
To add color to the table cell, first highlight the cells you want to add color to.



Now you will see the **Table Tool** tab, click on the **Design** option under the Table Tool tab.

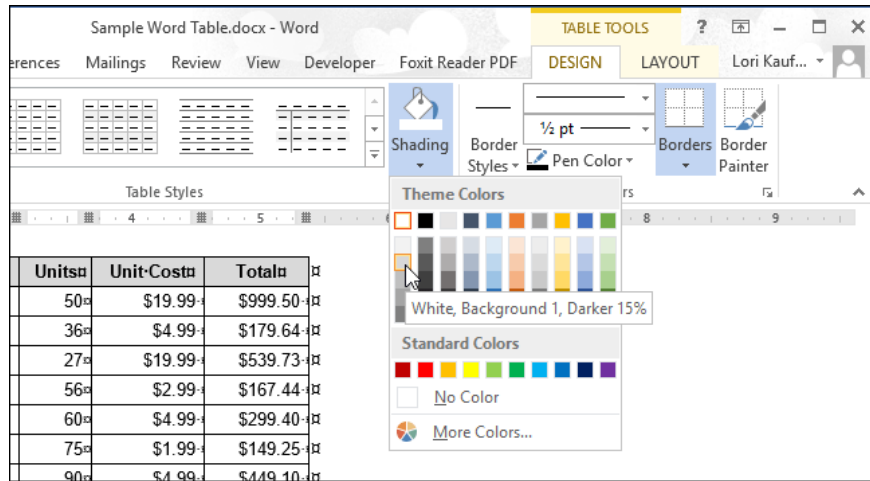


In **Table Styles** , click **Shading**.

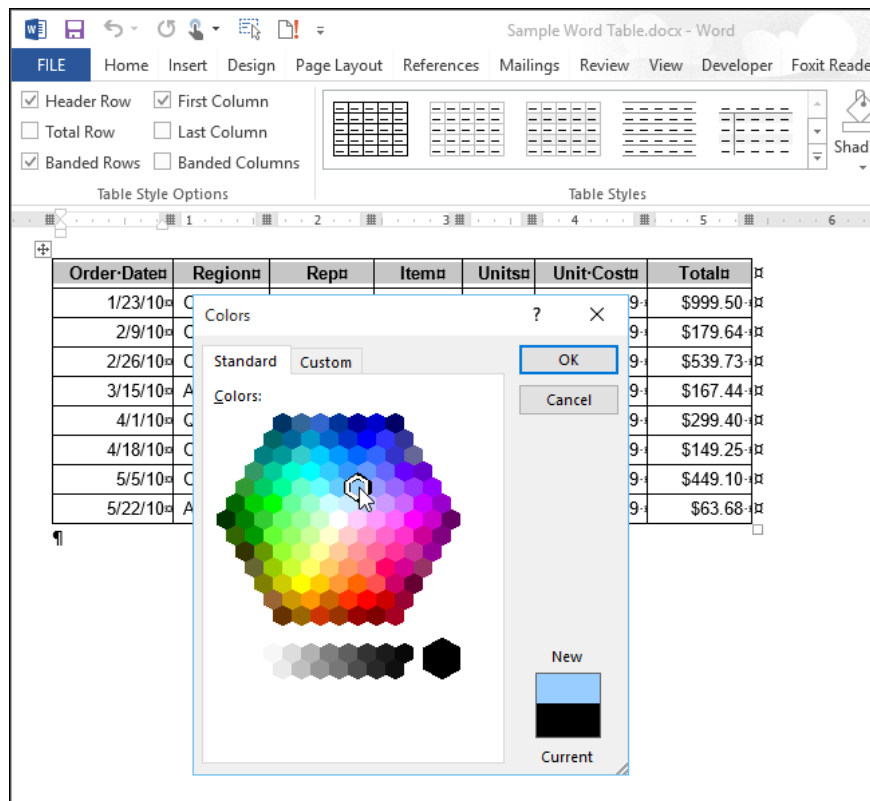


Select any color you want to add to the **Theme Colors** panel or you can select it in the **Standard Colors** box .

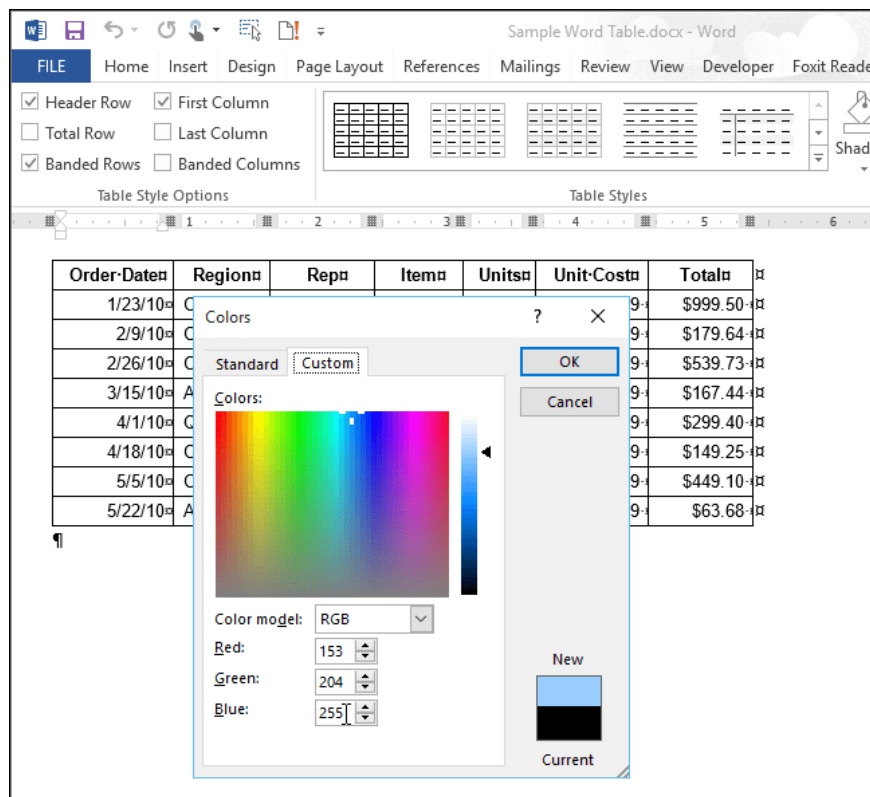
If you can't find the color you want to add, click on **More Colors** .



In the **Color** dialog box, click on the **Standard** tab to select any color you like to add to the table.



Or if you want to create the color you like, you can click on the **Custom** tab.



Video tutorial to color the Word table cell

You finished reading the article "**Instructions to add background color to each cell in the table on Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.