

“Step Sheet: Adding a Border”

Borders in Microsoft Word

This step sheet will help you add a border in Microsoft Word.

Using Microsoft Word

To set up a document for your writing assignment, follow these steps.

➤ Opening Microsoft Word

Step 1

Find the Microsoft Word icon, which could be in your application folder or in a Microsoft Office folder.

Step 2

Double-click the Microsoft icon to open the program.

Step 3

When the Project Gallery opens, click OK to open a blank document.

Step 4

When the new document opens, the cursor will be blinking in the upper left corner of the page, ready for you to begin typing.

➤ Adding a Border

Step 1

Click the Format menu and hold down, scrolling down to Borders and Shading. Let go.

Step 2

In the Borders and Shading window, with the Borders tab selected, you can give selected text a border with several options for setting, style, color, and width. Select a combination and click OK.

Step 3

With the Page Border tab selected, you can give a fun border to the whole page and document. Again you see options for setting, style, color, and width, and the great addition of an art pop-up menu. Choose a pattern and click OK.

Step 4

Should you choose to change the border, use the Tables and Borders toolbar or repeat the steps above using the Format menu.

Step 5

Save the document. Click and hold down the File menu. Scroll down to Save and let go of the mouse. To save quickly, use keyboard shortcut Apple+S.

Step 6

In the dialog box that appears, type the name of your document. Make sure you are saving your work to the best location. Click Save.