



Module 34 : Create Borders

34.1 Create Borders

Borders allow your data to appear clearer, more organised and more professional and they can also make tables of data appear easier to understand.

One of the most common ways to add borders is to use predefined border styles, though it is possible to create a custom border.

To create a border:

Select the cell or range of cells to which you want to add a border.

Then, on the Home tab, find the Font group.

Then look for the border icon and click the down arrow to select the style you want to apply.

To remove cell borders, click on the down arrow next to the border icon and click No Border.

To create a custom border: go to the Home tab, find the Styles and click the arrow next to the Cell Styles icon. Click New Cell style and fill in a name for the cell style you will create. Then click format and change the line, style and colours you want the border to be. Click OK and your custom style should be available.

34.2 Video Instruction

Create Borders in Excel - 3m42s

34.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practise Creating Borders in Excel using the video as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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