MSWord Borders

Place a border around one or more words in MSWord

You can place a border around a paragraph using the options in the Borders And Shading dialog box. You can also place a border around a text selection?

1. Select the text around which you'd like to create a border by clicking on the first line or word and holding down the mouse button, drag to the end of the lines or words you wish to select.
2. Choose Format/Borders and Shading from the menu bar.
3. On the Borders property sheet, select the border formatting you desire.
4. When you've finished, select Text from the Apply To dropdown list if necessary; this option should be selected by default since you selected a block of text prior to accessing the dialog box.
5. When you've finished, click OK.

The text you selected now has a border. This is useful for emphasizing information.

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