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column using a color or pattern adding shading to a table can help make certain rows columns or cells or the entire table stand out in your document the easiest way to add colored shading to a table is to use the shading menu report abuse if the document contains lots of fields and your word preferences are set to highlight fields as always those fields in the document will show with a grey highlight the option can be changed from the below location word preferences view field shading always

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steps to apply step 1 select the text to apply the shading step 2 now go to the shading tab in the paragraph menu under the home bar step 3 select the shading color of your choice however we can apply both at the same time border and shading thus making our paragraph more appealing

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adding shading to a table can help make certain rows columns or cells or the entire table stand out in your document the easiest way to add colored shading to a table is to use the shading menu

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