Create professional-looking page borders in Word 2007

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Whether you’re creating a flyer for your company bulletin board or the cover page for your quarterly department report, adding a professional-looking page border can help attract attention to your work. With Word 2007’s Page Layout Ribbon, you can quickly add a border to any page of your document.

For example, to add a border to the title page of your report, follow these steps:

Click anywhere on the title page.
Click the Page Layout tab.
Click the Page Borders command in the Page Background group.
Under Setting, select Box.
Scroll through the Style drop-down list and click a style of your choice.
Click the Color drop-down list and click a color of your choice.
Click the Apply To drop-down list and select This Section — First Page Only.
Click OK.

If you wish to use one of the built-in art borders instead, in step 5, click and scroll through the Art drop-down list and select the design of your choice.

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