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Applying Borders and Shading. To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. Changing Character Spacing. Kerning is the amount of space between each individual character that you type. Sometimes the space between two characters is larger than others, which makes the word look uneven. You can use the Font dialog box to change the kerning setting for selected characters.