How do I add or remove borders on a worksheet?

To display the data on the spread sheet as a table, it is necessary to add borders to separate columns/rows or just separate headers.

1. On the worksheet, select the cell or range of cells on which you want to add a border, change the border style, or remove the border.

2. To apply a new or different border style or remove an existing one, on the HOME Tab, choose the desired border style from the BORDERS drop down menu.

3. To create custom borders, select desired options from the draw borders section of the BORDERS drop down menu.