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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. Displaying Rulers. Word rulers do more than measure. The horizontal ruler above the document shows the length of the typing line and lets you quickly adjust left and right margins and indents, set tabs, and change column widths. The vertical ruler along the left edge of the document lets you adjust top and bottom margins and change table row heights. You can hide the rulers to get more room ...