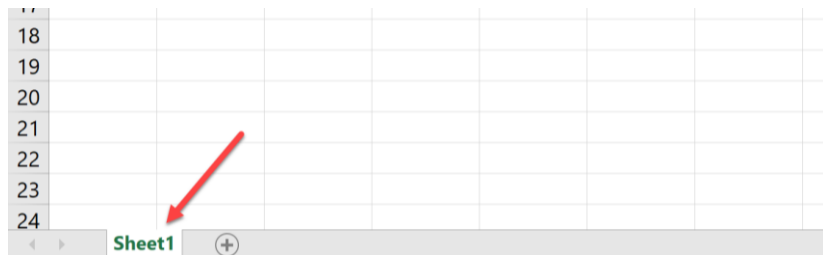


Application: Excel – Renaming Worksheets & Adding Tab Colour

An Excel file (workbook) is a collection of spreadsheets (worksheets) related to that file. The number of worksheets available to a workbook is only limited by the memory available on the computer. Worksheets can be added, removed, rearranged, and renamed from the default naming convention Sheet1, Sheet2, etc.

Renaming worksheets

1. **Double-click** the worksheet tab or **right-click** the worksheet tab and choose **Rename**.
2. Type the new name and press **Enter**.



Tip: You can also rename a worksheet using **Home Tab > Format** (in the Cells Group) > **Rename Sheet**

Changing the colour of a worksheet tab

By default, the tab for active worksheets is white, and for inactive worksheets it is grey. It can be useful to assign colours to the worksheet tabs to differentiate between them.

1. Activate the tab you want to change the colour for.
2. **Right-click** and choose **Tab Colour**. The normal Office Palette will be displayed



3. Select the required colour (you can choose **More Colors...** if the colour you require is not displayed on the palette).

Tip: You can also change the tab colour by using **Home Tab > Format** (in the Cells Group) > **Tab Colour**

