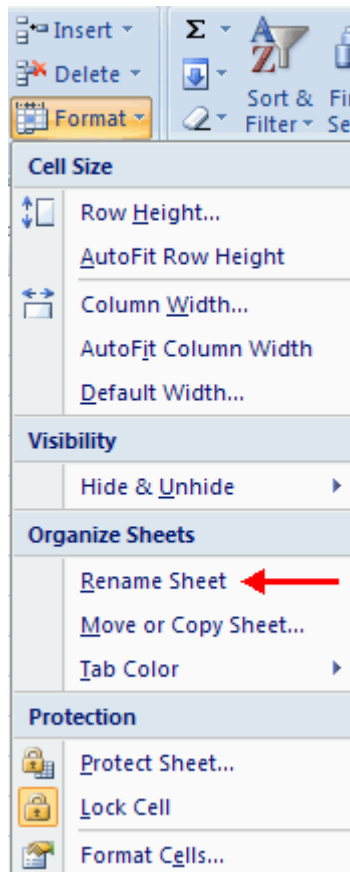


Excel 2007-Format Worksheet Tab

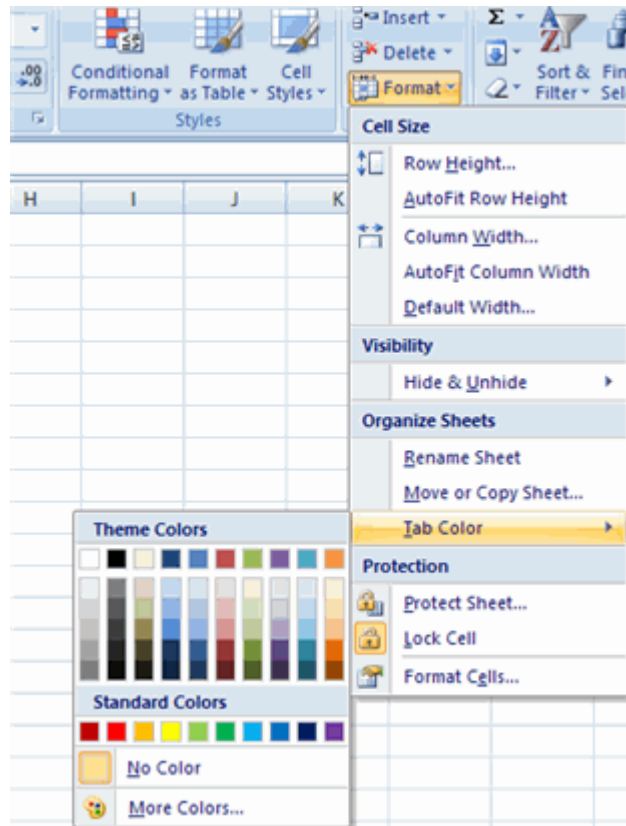
You can rename a worksheet or change the color of the tabs to meet your needs.
To rename a worksheet:

- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab
- Click **Rename** sheet
- Type in a new name
- Press **Enter**



To change the color of a worksheet tab:

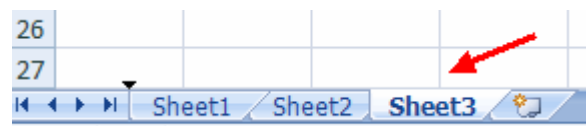
- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab
- Click **Tab Color**
- Click the color



Reposition Worksheets in a Workbook

To move worksheets in a workbook:

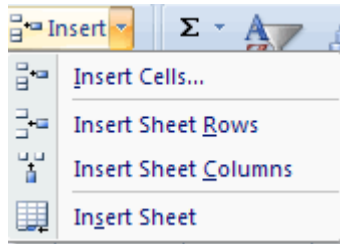
- Open the workbook that contains the sheets you want to rearrange
- **Click and hold** the worksheet tab that will be moved until an arrow appears in the left corner of the sheet
- **Drag** the worksheet to the desired location



Insert and Delete Worksheets

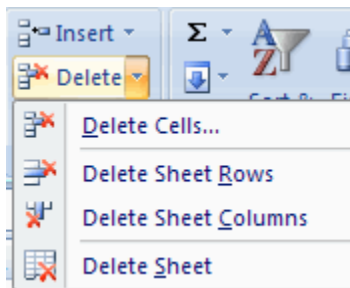
To insert a worksheet

- Open the workbook
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click **Insert Sheet**



To delete a worksheet

- Open the workbook
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click **Delete Sheet**



Copy and Paste Worksheets:

To copy and paste a worksheet:

- Click the tab of the worksheet to be copied
- **Right click** and choose **Move** or **Copy**
- Choose the desired position of the sheet
- Click the check box next to **Create a Copy**
- Click **OK**

