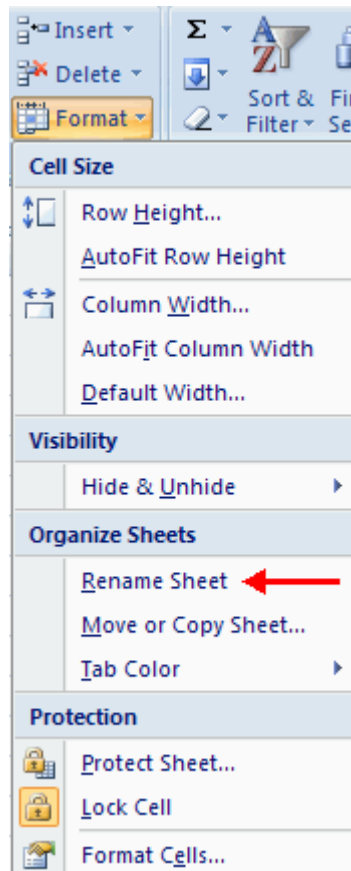


## Format Worksheet Tab

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

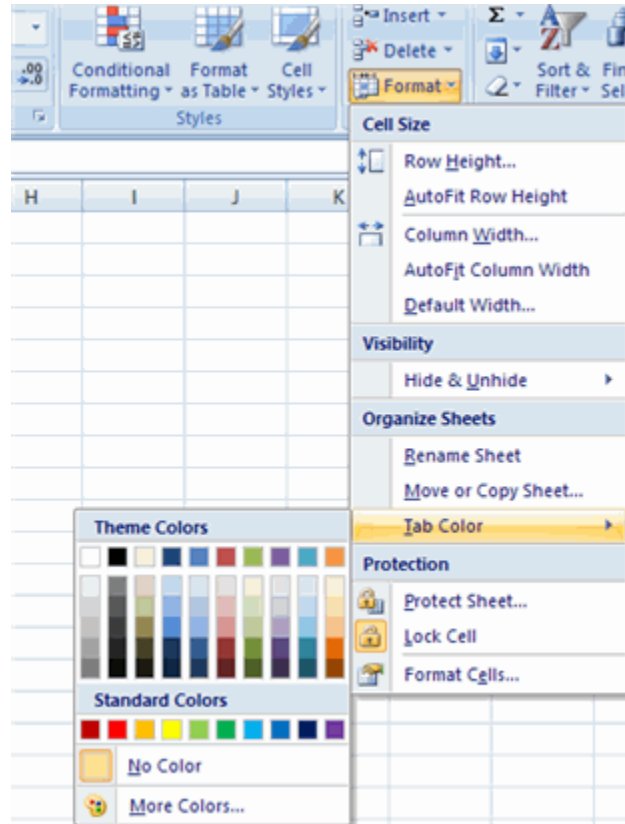
To rename a worksheet:

- 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

