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