

## Add a Little Colour to Your Life

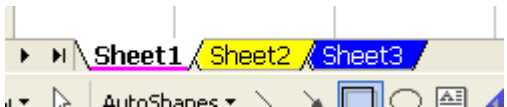
Okay, so maybe not exactly to "your life," but would you settle for a little colour added to your Excel worksheet tabs?

Now of course, I've got to mention one small catch. This one wasn't in Excel 97 or 2000. It seems to be an additional feature in the newer versions.

You can now turn this:



Into this:

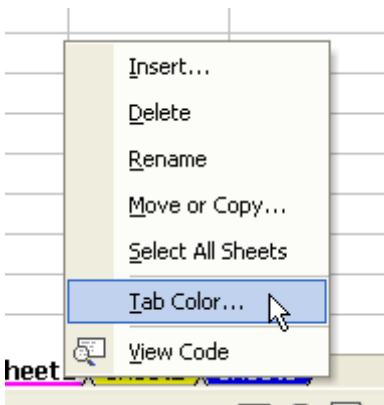


It's an incredibly quick and easy way to colour code your worksheet tabs or maybe to even simply make the most frequently used tabs

stand out from the rest.

Whatever reason just popped into your mind, it's a great tool for organising your files.

So, let's get to the "how to!"

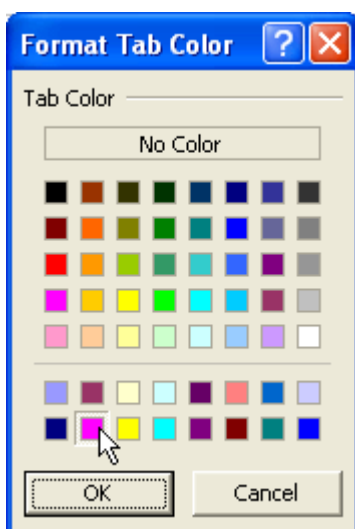


The tab colour is just one click away. That is, one right click.

**Right click over the tab** that needs a colour change.

From the pop up menu, choose the **Tab Colour** choice.

When the Format Tab Colour window opens, **pick a colour** and click **OK**.



The tab colour is set.

You will find that while the sheet is selected, the colour will only show as an underline below the sheet name.

Once you select a different sheet though, the entire tab will be displayed in colour.

Looking to remove the colour completely?

No problem. **Right click** again, select **Tab Colour** and choose **None** from the Format Tab Colour window. Next, click **OK**.

There you have it. Now you're ready to colour your Excel world beautiful!