

## Change the Colour of Selected Items in Microsoft Office

By Susan Harkins

When you select cells in Excel, text in Word, and even e-mail in Outlook, your system displays the selected data in a contrasting colour – the default is grey. Office doesn't control the colour, Windows does and it doesn't take long to change the default. Just keep in mind that the change is system-wide and not just a subtle change to Office. If you can live with that, do the following to change the selection colour in your Office applications and everything else, in Windows XP:

1. Right-click the Desktop and choose Properties from the resulting context menu.
2. Click the Appearance tab.
3. Click Advanced.
4. From the Item dropdown, choose Selected Items.
5. From the Colour 1 dropdown, choose the colour you want to use with selected items (cells, text, e-mail, and so on).
6. Click OK twice.

The process is a little different in Windows 7:

1. Right-click the Desktop and choose Personalise.
2. Click Window Colour (at the bottom of the screen).
3. Click Advanced Appearance Settings.
4. Repeat steps 4 through 6 above.

If other people use your system, this change might not be a good idea. At least check with everyone else first. Even if you're the only one using the system, this change impacts almost every application, so be prepared for a bit of adjustment.

A		B		Level	
ID	Product Name	Unit Price	Units In Stock	Units On Order	Reorder Level
5	1 Chai	18	39	0	10
6	2 Chana	19	17	40	25
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Product Name		Unit Price	Units In Stock	Units On Order	Reorder Level
		18	39	0	10
		19	17	40	25
	ard Syrup	10	13	70	25
	nton's Cajun Seasoning	22	53	0	0
	nton's Gumbo Mix	21.35	0	0	0
	ma's Boysenberry Spread	25	120	0	25
	Bob's Organic Dried Pears	30	15	0	10
	oods Cranberry Sauce	40	6	0	5
	Kobe Niku	97	29	0	0
		31	31	0	0
	i Cabrales	21	22	30	30
	i Manchego La Pastora	38	86	0	0
		6	0	0	5
		23.25	35	0	0
	i Shouyu	15.5	39	0	5
	a	17.45	29	0	10
	utton	39	0	0	0
	von Tigers	62.5	42	0	0
	ie Chocolate Biscuits	9.2	25	0	5
	dney's Marmalade	81	40	0	0
	dney's Scones	10	3	40	5
	fs Knäckebröd	21	104	0	25

Source: TechRepublic, 15 September 2010