

MS Excel 2007 - Lesson 12: Develop Workbook

You can rename a spreadsheet or change the colors of tabs if necessary. As well as moving, transferring and deleting sheets in the same workbook.

TipsMake.com - Format Workbook tabs

You can rename a spreadsheet or change the colors of tabs if necessary. As well as moving, transferring and deleting sheets in the same workbook.

To rename the spreadsheet:

- Open the worksheet to be renamed
- Click the **Format** button on the Home tab
- Click **Rename Sheet**
- Enter a new name
- Press **Enter**

Insert ▾

Delete ▾

Format ▾

Σ ▾

Sort & Filter ▾

Filter ▾

Find & Select ▾

Cell Size



Row Height...

AutoFit Row Height



Column Width...

AutoFit Column Width

Default Width...

Visibility

Hide & Unhide ▶

Organize Sheets

Rename Sheet ←

Move or Copy Sheet...

Iab Color ▶

Protection



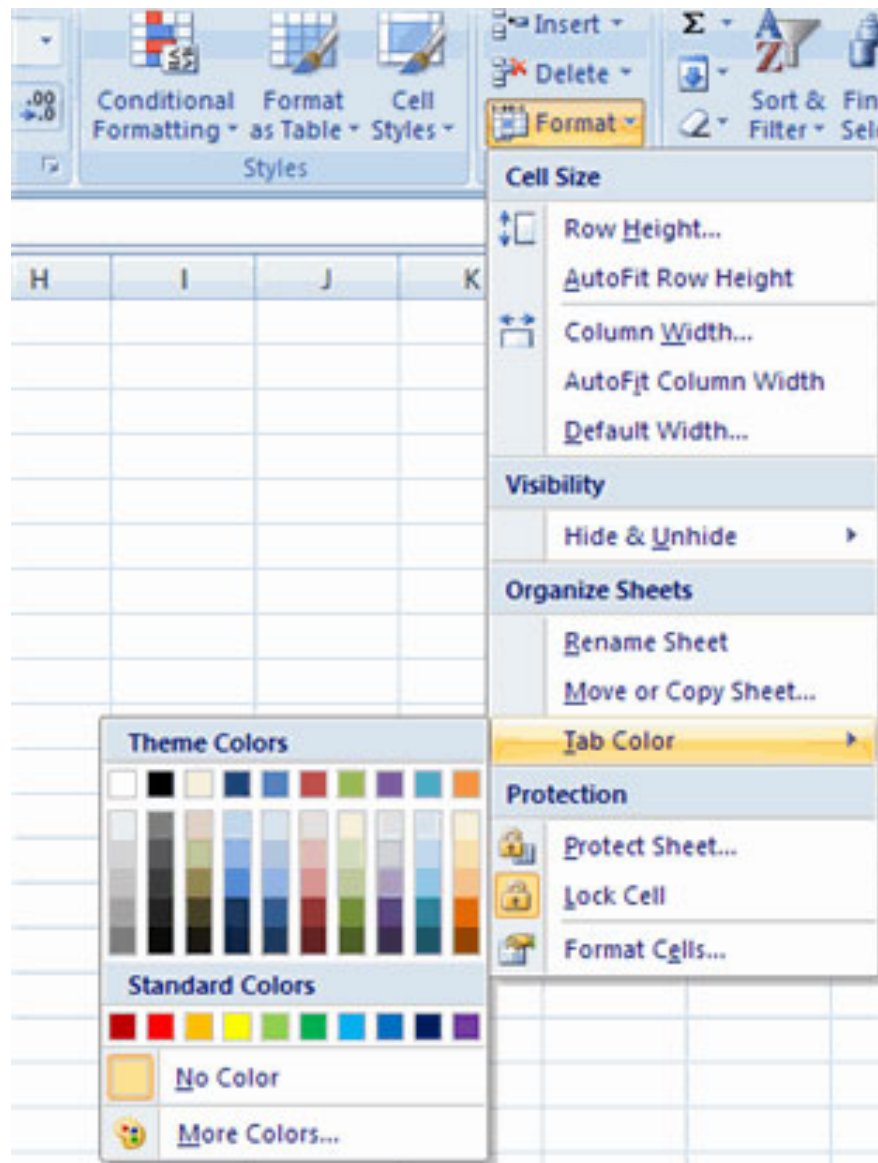
Protect Sheet...



Lock Cell

To change the color of the spreadsheet tab:

- Open the worksheet to change the color
- Click the **Format** button on the Home tab
- Click **Tab Color**
- Choose color

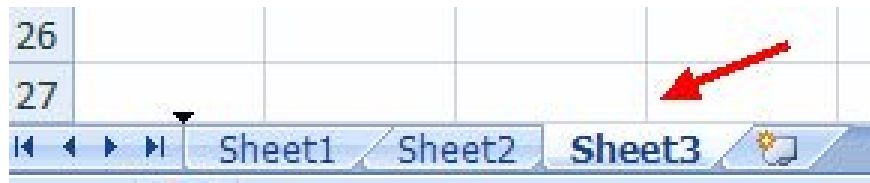


Move the spreadsheet in Workbook

To move spreadsheets in a workbook:

- Opening the **workbook** contains the sheets you want to reorder
- Click and hold the spreadsheet tab until an arrow appears in the left corner of the worksheet

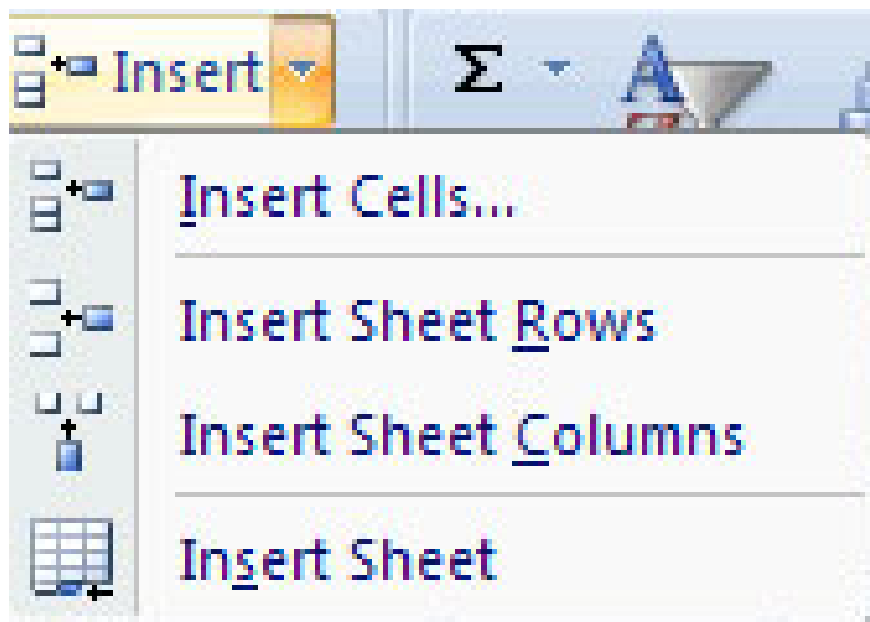
- Drag the spreadsheet to the desired location



Insert and delete spreadsheets

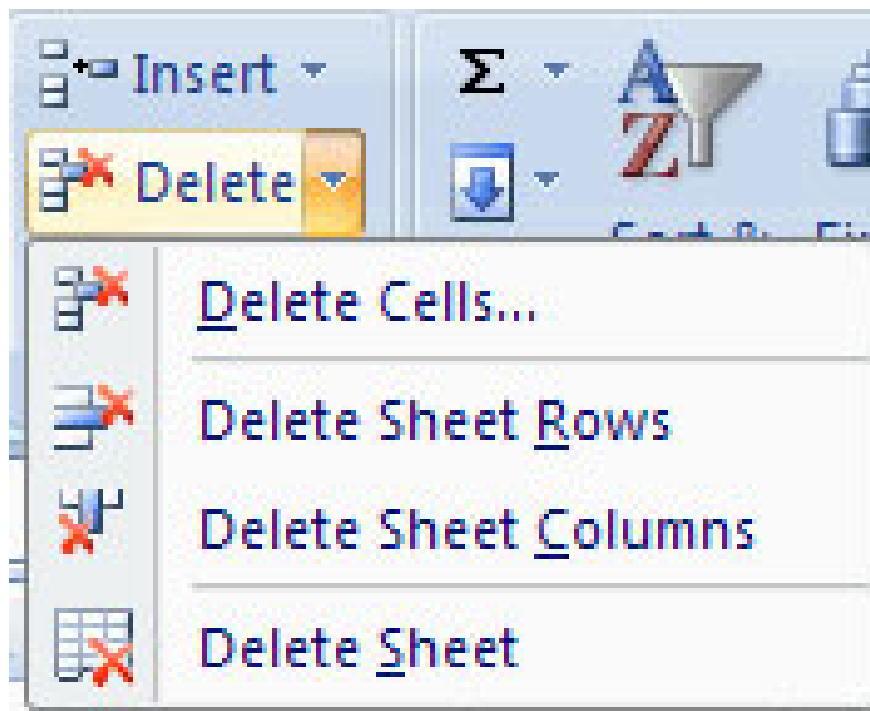
To insert a spreadsheet

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



To delete the spreadsheet

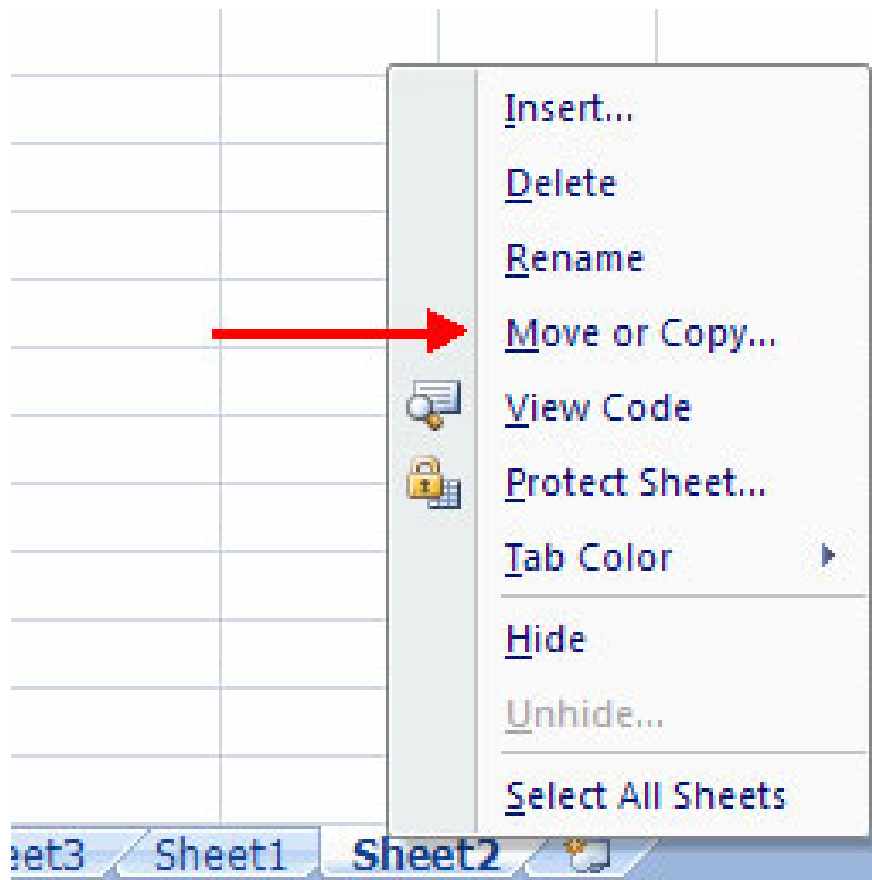
- Open the workbook
- Click the **Delete** button on the Cells group of the Home tab
- Click **Delete Sheet**



Copy and paste the spreadsheet

To copy and paste spreadsheets:

- Click on the tab of the spreadsheet to be copied
- Right-click and select **Move** or **Copy**
- Select the desired location of the sheet
- Click the check box next to **Create a Copy**
- Click **OK** .



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