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Create and modify tables

Table references

Managing large workbooks

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Video: Manage the view of worksheets and workbooks
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Reading: Exercise: Managing the view of worksheets and workbooks
10 min

Practice Assignment:

Work Smarter with Microsoft Excel > Module 3 > Exercise: Formatting worksheet tabs

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Exercise: Formatting worksheet tabs

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

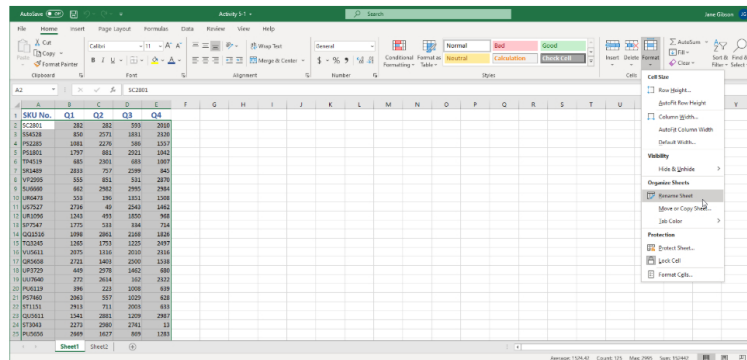
Let's get started!

A workbook that details product usage and inventory information has unlabeled tabs. In this activity, you will label these tabs correctly and change their colors.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Formatting worksheet tabs](#)

2. Ensure that **Sheet1** is displayed. Click **Home** → **Format** → **Rename Sheet**:

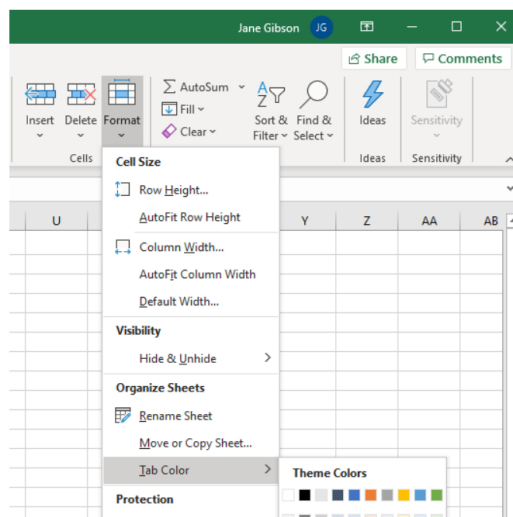


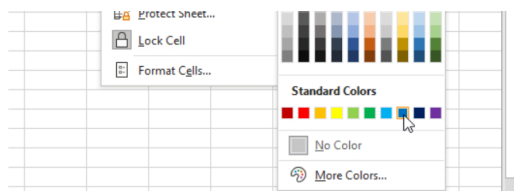
3. Type **"Product Usage"** into the active text field and press **Enter**:

22	SI1151	2913	711	2003	633
23	QU5611	1541	2881	1209	2987
24	ST3043	2273	2980	2741	13
25	PU5656	2669	1627	869	1283

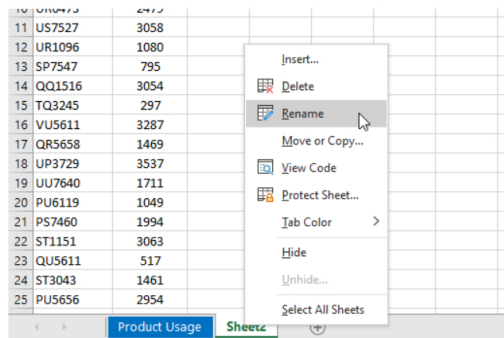
Product Usage Sheet2

4. Next, click **Home** → **Format** → **Tab Color** → **Blue**:

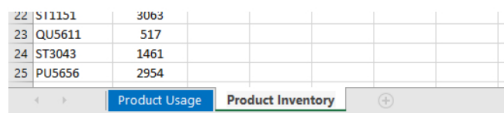




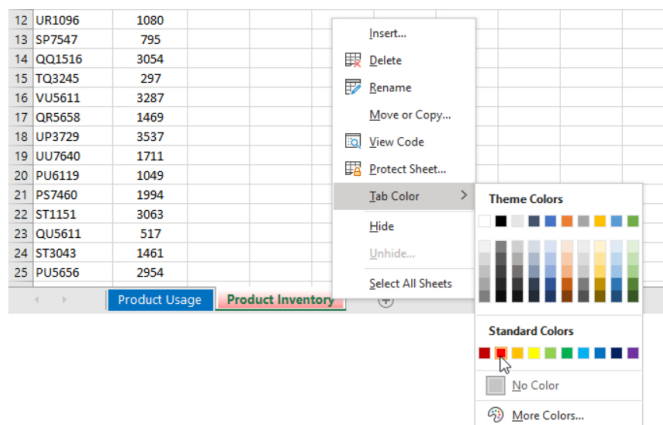
5. Now you need to format the second sheet in this workbook. Right-click **Sheet2** and click **Rename**:



6. Type "**Product Inventory**" into the active text field and press **Enter**:



7. Next, right-click on the **Product Inventory** tab and click **Tab Color** → **Red**:



8. Both tabs are now correctly labeled and formatted with contrasting colors:



9. Save your workbook as Activity 5-1 Complete. Close Microsoft 365 Excel to complete this activity.

10. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Formatting worksheet tabs](#)

Mark as completed