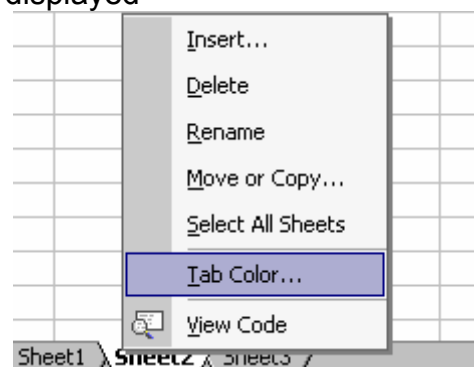


These sheets can be colour coded to help with clustering items such as Sales ( Blue) Purchases (red) Salary (Green) Etc

To action this, place your cursor on the tab and right click this menu is then displayed



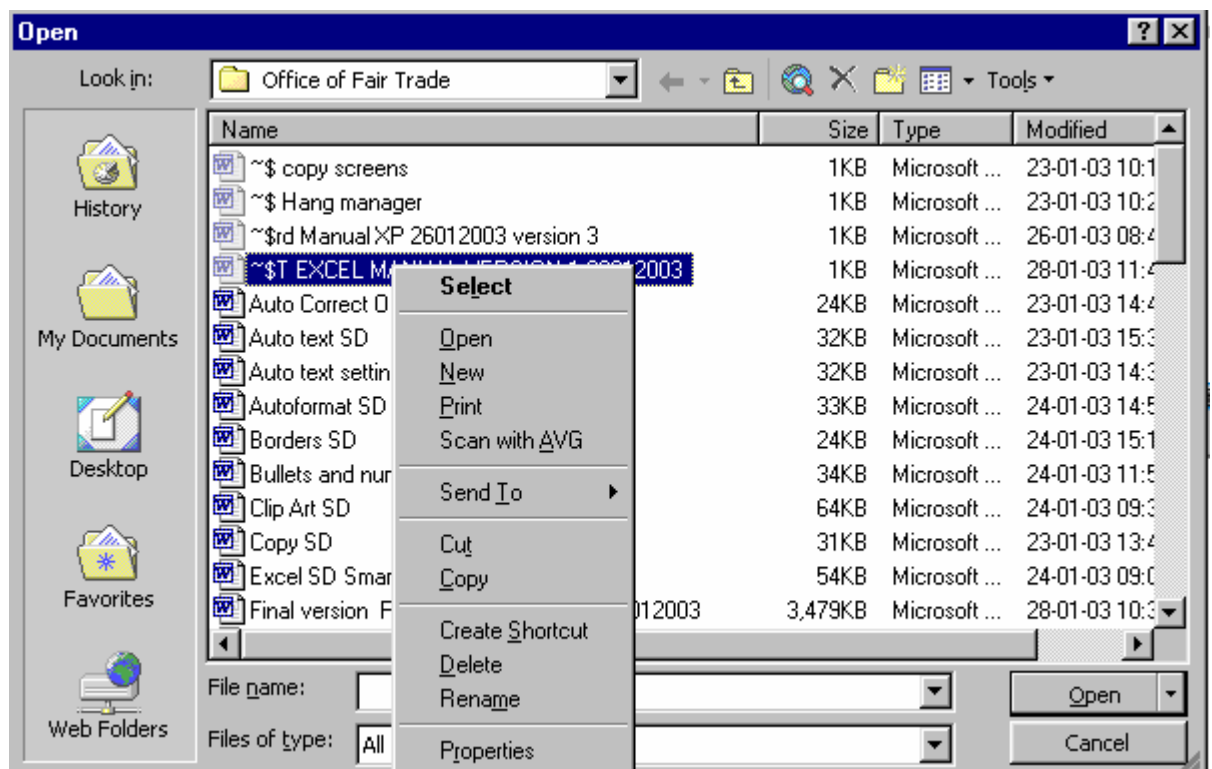
Click tab colour to bring up the colour tools



## Managing Workbooks With The Open Command

It is easy to open, copy, move, rename, print and delete files without leaving Excel using the Open command.

1. Select the file that you want to work with and click the file name using the right hand mouse button.



## Clearing A Cell

If you wish to erase all of the contents in a cell and leave the cell blank, first select the cell or cells to be erased and then either press the DELETE key on the keyboard or choose the Edit Clear command. If you use the DELETE key, only the cells contents will be deleted, the formatting will remain.

If you have chosen the Edit Clear command, select from one of the options listed below:

