

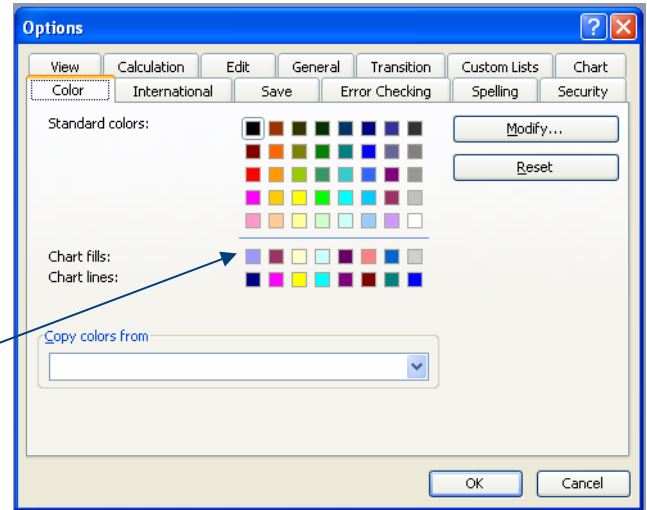
## BSM Connection™ Online Library Software Tips - Microsoft Excel

### Changing the Color Palette in a Workbook

Every Excel workbook comes with a standard color palette of 48 colors. That's a lot of colors to choose from. But what if you want to fill a cell or match the text heading with the exact color palette provided by a client?

The two color models used in Excel are RGB and HSL. In order to match the color, you will need to know the RGB. You can get a pretty precise match by pasting an image into Microsoft® Paint and using the eyedropper tool (more about that another time). Or, if you just want choices, you can create a custom color.

1. On the **Tools** menu, click **Options**, and then click on the **Color** tab.
2. For the sake of order, click on the first color of the row below the line, and then click **Modify**.
3. From there, the options are limitless. You can either pick from the many colors on the **Standard** tab, or, click on the **Custom** tab and enter the exact RGB color. (Make sure the drop down option for Color Model is set to RGB.)
4. Click OK, and you'll see that the color has been permanently changed.
5. Follow the same steps to change any one of the colors on the bottom two rows.
6. To access your "new" color palette click **Format, Cells**, then depending on what action you want to perform, click either the **Font** tab or the **Patterns** cell to access your color options.



### Notes:

- Changes made on the Color chart affect only the existing workbook.
- To restore the default color palette, click Reset on the Color tab.
- When you change a color in an existing workbook palette, any element formatted with that color is changed throughout the entire workbook.
- If you copy an object or cells with a custom color to another workbook, the custom color is replaced by the color in the corresponding position on the other workbook's color palette since color's are not transferable.
- To copy a color palette to another workbook:
  - Open the workbook that contains the palette you want to copy.
  - Switch to the workbook that you want to copy the color palette to.
  - Click **Tools, Options** and then the **Color** tab.
  - In the Copy colors from box, click the workbook that contains the color palette you want to copy, and then click **OK**.