

To Modify the Color Palette

Excel workbooks have a standard color palette.
To modify the color palette for a workbook:

1. Start Excel, and then open the workbook.
2. On the **Tools** menu, click on **Options**.
3. Click the **Color** tab.
4. Click the color that you want to change, and then click **Modify**.
5. Do one or more of the following:

To replace the selected color on the palette with a different standard color, click the **Standard** tab, and then click the color that you want.

To change the hue or another aspect of the selected color, click the **Custom** tab, and then change the options. Click **OK**.

Repeat steps 3 through 5 as needed, and then click **OK**.