Using the Object Inspector

The Object Inspector is used to change object properties. To open it, right-click the mouse at the appropriate place. For example, to change the cell's properties, right-click the desired cell. To change the sheet's properties, right-click the appropriate sheet tab. When the QuickMenu appears, access the Object Inspector by choosing the Properties option.

METHOD

To use an Object Inspector:

1. Point to the object.
2. Right-click the mouse.
3. When a QuickMenu appears, choose the appropriate Properties command.
4. In the Object Inspector, select the tab for the property to be changed.
5. Select the settings.
6. Choose OK.

EXERCISE

In the following exercise, you will use the Sheet Object Inspector, and then exit it without saving the changes.

1.	Point to sheet tab A	
2.	Right-click the mouse	*The QuickMenu appears.*
3.	Choose Sheet Properties	*The Active Sheet Object Inspector appears.*
4.	Select the Tab Color tab	*The Tab Color page appears.*
5.	Deselect the Use System Color check box	*The color control is enabled.*
6.	Below the Use System Color check box from the color drop-down list, click the drop-down arrow	