PRODUCTIVITY

For Internal Use Only

How to Change Reading Layout Highlight Color in Kingsoft Spreadsheets

Perhaps you have used the reading layout view in Spreadsheets 2013. This view allows you to highlight the active cells by adding a background color to the selected cells.

<u>Click here</u> to learn how to change the highlight color.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

1. Open or create a new Excel spreadsheet file with Kingsoft Spreadsheets and select the cell you want to view. Press *Ctrl* to select different cells, as many as you need.

Change Reading Layout Highlight Color in Kingsoft Spreadsheets 2013

2. Under 2013 style interface, go to View > Reading Layout. Click on the top part of the reading layout button to enable reading layout view. See screenshot below:

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4	2000-3	369.7	237	204	96	907		
5	2000-4	429.3	304	206	100	936		
6	2000-5	469.6	295	208	105	5 948		
7	2000-6	520.3	271	210	106	957		
8	2000-7	545.3	282	209	113	969		
9	2000-8	500.5	287	194	111	960		
10	2000-9	571.3	278	197	115	<mark>95</mark> 7		

3. Click on the arrow in the lower part of the **Reading Layout** button. Then in the color palette, choose a color. To choose other colors, click on **More Colors...**

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