

# How do I colour a cell?



1. Select the cell you wish to update, and the statement window will open in the right-hand panel.
2. At the top of this panel are 3 coloured boxes which show the cell status. To identify the cell as a **Target**, click the red status box. The cell will now turn red.
3. Many statements will contain bullet point tasks which need to be achieved to complete the cell. Once you accomplish a task and click on the bullet point, the tick will turn Green, and the status box will change to **Partial**. Additionally, the cell on the wheel will turn Amber.
4. Once all bullet points have been ticked, the status box will change to **Target**, and the cell will turn Green.