

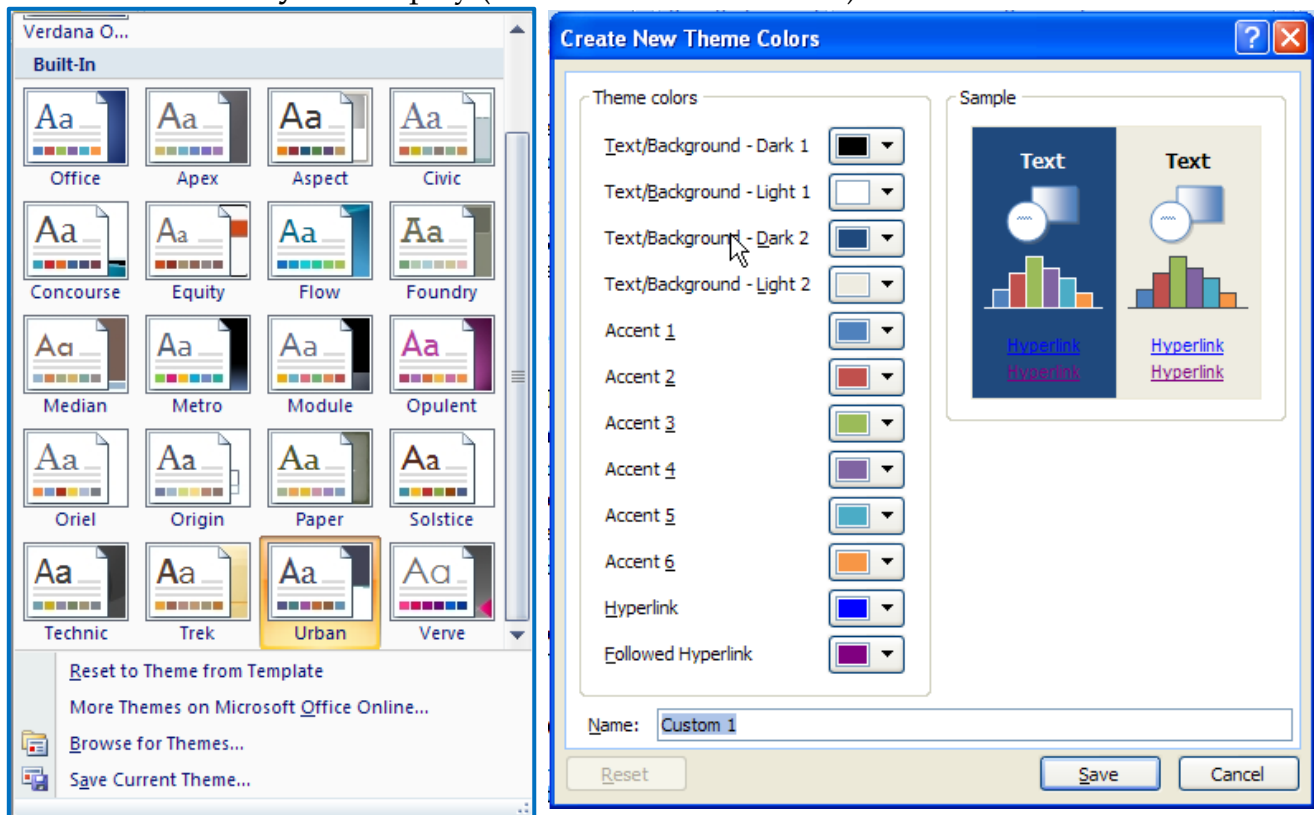
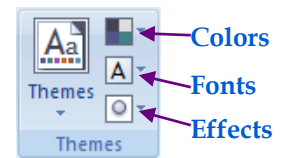
Themes

Themes are used to quickly and easily format an entire document. A theme is a set of formatting choices that includes theme colors, theme fonts, and a set of theme effects. Several predefined themes are provided in Microsoft Word that can be used to format a document. When several documents have to be created for a particular occasion, themes would be a good way to provide consistency within all the documents. Once a theme has been chosen, it is possible to change the theme colors, fonts, and effects. Custom themes can be created using a combination of fonts and colors.

Themes, by default, are stored in the Document Themes folder. However, if a custom theme is created, it can be stored in a different folder, such as My Documents. It is also possible to search Office Online for new themes.

Applying a Theme

- ❖ Click the **Page Layout** tab.
- ❖ Click the **Themes** button in the **Themes Group** (see illustration at right).
- ❖ The **Themes Gallery** will display (see illustration below left).



- ❖ Hover over each thumbnail to see what each theme looks like.
- ❖ In the **Build-It** area, click on a theme to select it.
- ❖ The colors and fonts should change to reflect the selected theme.

Changing Theme Colors

- ❖ To change the colors for the Theme, click the **Colors** button on the **Themes** tab.
 - A list of theme colors will appear.
 - Move the mouse pointer over each color.
 - The theme colors will display in the document.
 - Click the Theme Color that is to be applied to the theme.

Customize Theme Colors

Theme colors contain four text and background colors, six accent colors, and two hyperlink colors. Each of these colors can be changed to meet individual tastes. The colors in the Themes list represent the current text and background colors. To change the color for a particular theme:

- ❖ Click the **Create New Theme Colors** link to define a personal set of colors.
- ❖ The **Create New Theme Colors** dialog box will display (see illustration on previous page).
- ❖ Click the button next to each of the theme elements.
- ❖ Click the new color for the theme.
- ❖ Continue this process until all the changes have been made.
- ❖ Click the **Save** button to exit the **Change New Theme Colors** dialog box.

Changing Font

- ❖ To change the **Fonts** for the current theme, click the **Fonts** button.
 - Move the mouse pointer over each of the fonts.
 - The font for the headings in the document will change to reflect the font where the mouse pointer is located.
 - When the desired font is located, click the font.
 - The changes will be made in the document.
- ❖ To change the effects for the theme, click the **Effects** button.
 - A list of different effects will display in the list.
 - These **Effects** correspond to the different built-in themes.

More Themes on Microsoft Office Online

- ❖ Click the **Page Layout Tab**.
- ❖ Click the **Themes** option in the **Themes** group.
- ❖ Click the **Themes on Microsoft Office Online** link.
- ❖ The **Microsoft Office Online** window will display in your browser.
- ❖ A list of **Office Document** themes will appear in the list.
- ❖ Click the link for the desired theme.
- ❖ Read the instructions in the document window to download the theme to your computer.