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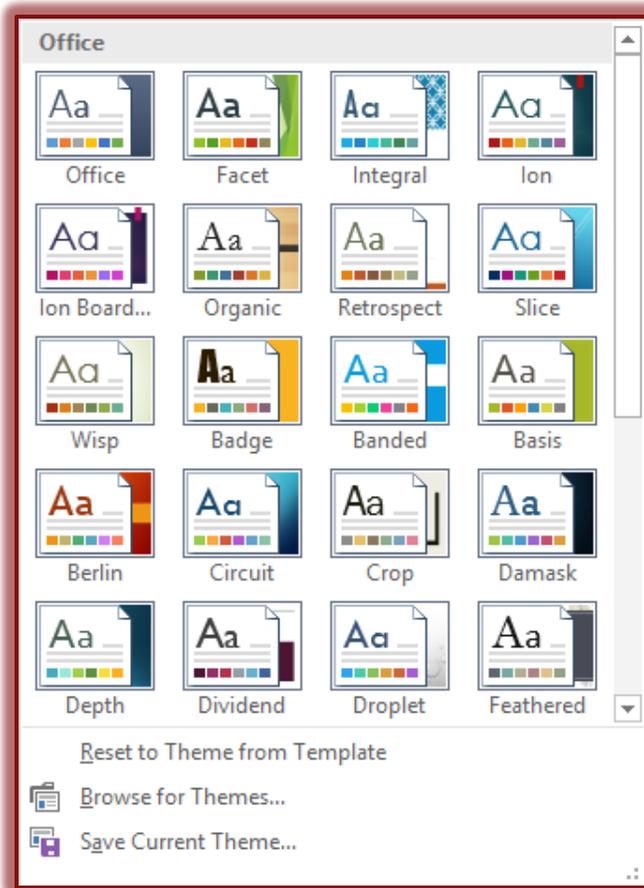
Themes, by default, are stored in the Document Themes folder. However, if a custom theme is created, it can be stored in a different folder, such as My Documents. It is also possible to search Office Online for new themes.

## Apply a Theme

- Click the **Design** tab.
- Click the **Themes** button in the **Document Formatting Group**.



- The **Themes Gallery** will display.



- Hover over each thumbnail to see what each theme looks like.
- Click on a theme to select it.
- The colors and fonts should change to reflect the selected theme.

## Change Theme Colors

◻ To change the colors for the Theme, click the **Theme Colors** button in the **Document Formatting Group** on the **Design** 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.
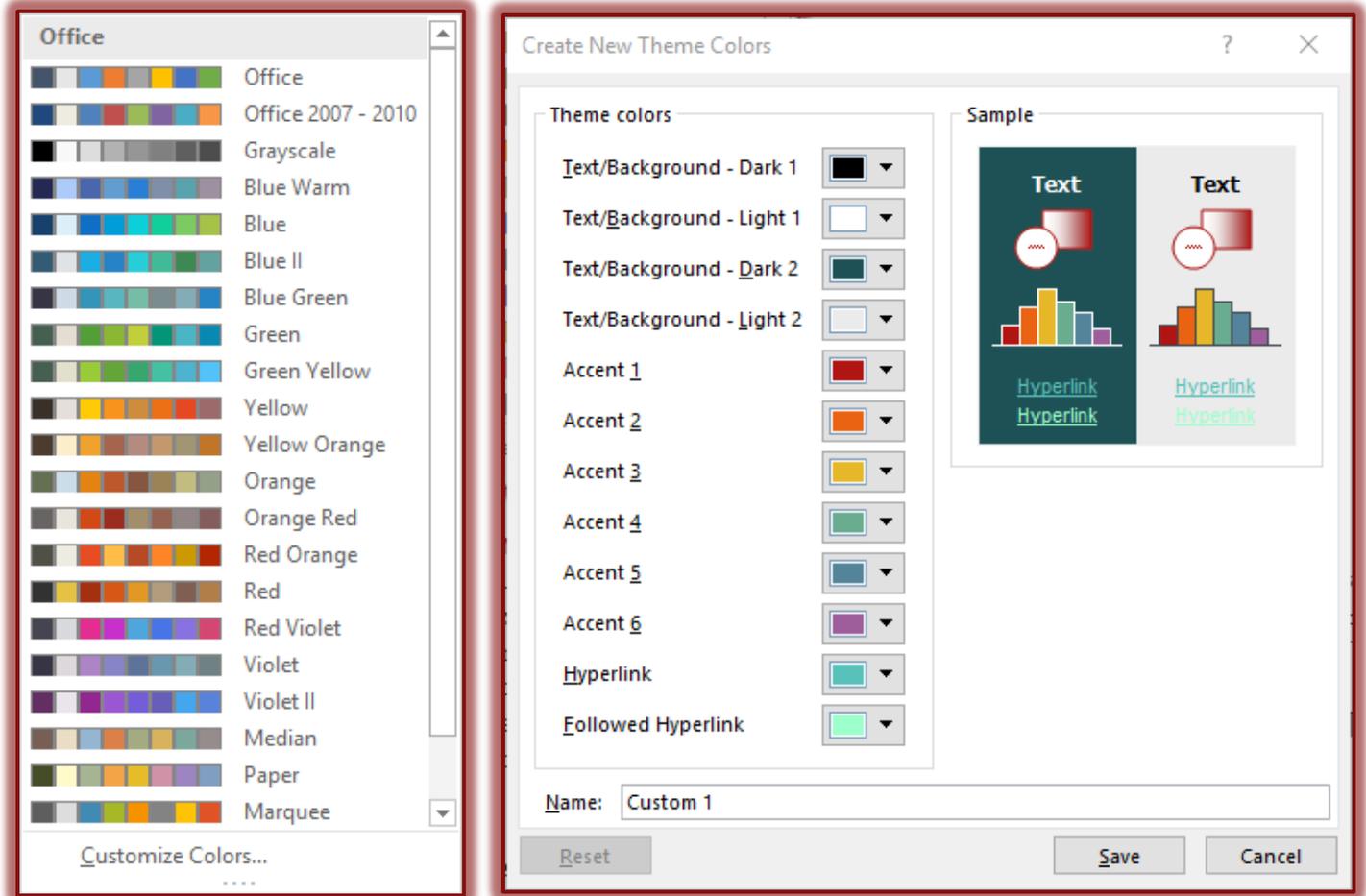
## Customize Theme Colors

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 **Customize Colors** link to define a personal set of colors.
◻ The **Create New Theme Colors** dialog box will display (see illustration above).
◻ Click the button next to each of the theme elements.
◻ The **Theme Colors** dialog box will display (see illustration below).
  ✦ Click the new color for the theme.
  ✦ Click the **OK** button to exit apply the color change to the Theme Element.
  ✦ Click the **More Colors** button to see a gallery of additional colors.
  ✦ Click the select the new color for the Theme Element.
  ✦ Click the **OK** twice to exit the dialog boxes and apply the color change.
◻ Continue this process until all the changes have been made.
◻ Click the **Save** button to exit the **Change New Theme Colors** dialog box.
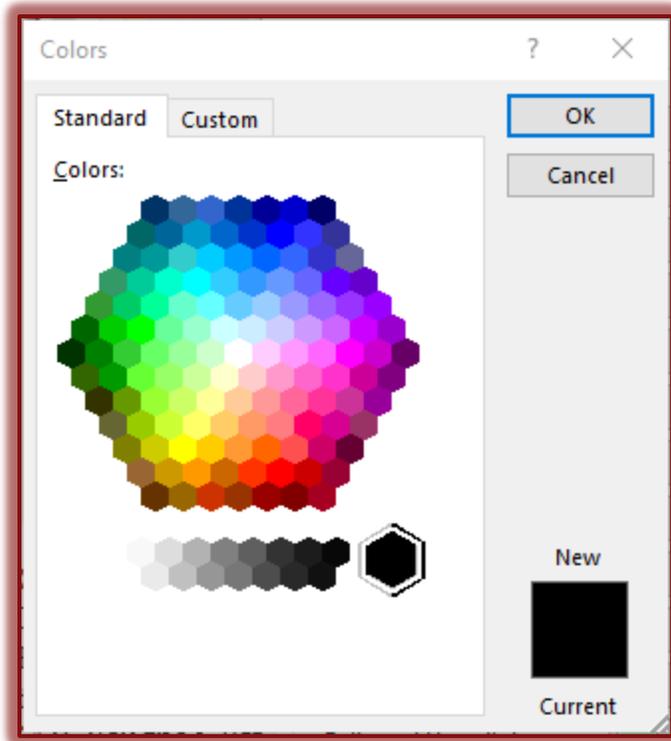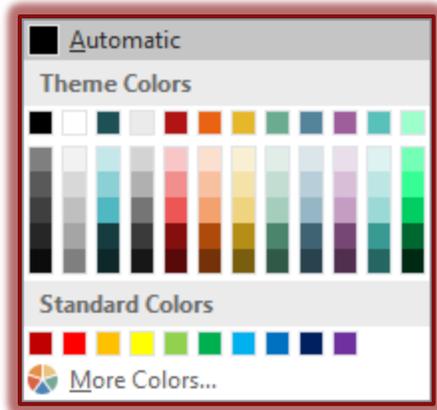
## Change Font

Font styles can be changed for a theme by completing the steps below.

- Click the **Design Tab**.
- In the **Document Formatting Group**, click the **Fonts** button.
- A gallery of different **Theme Fonts** will display.
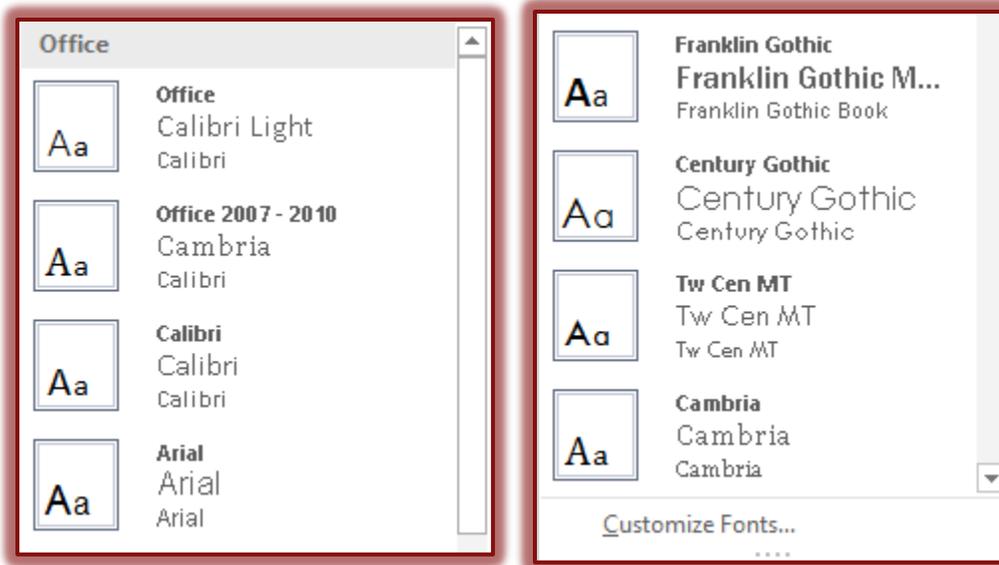
- Move the mouse pointer over each of the fonts.
- The font for the headings in the document will change to reflect the font where the mouse pointer is located.
- When the desired font is located, click the font.
- The changes will be made in the document.
- Click the **Customize Fonts** link to open the **Create New Theme Fonts** dialog box.
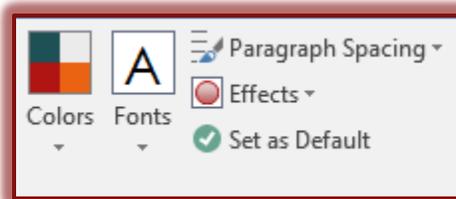- Make the necessary changes to the fonts.
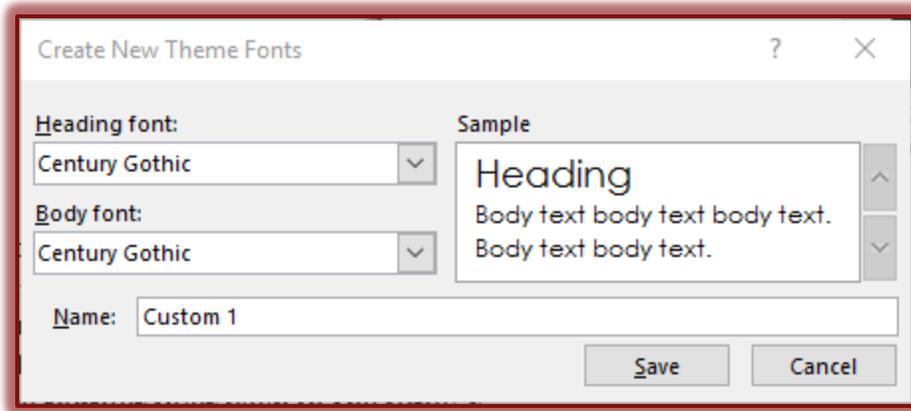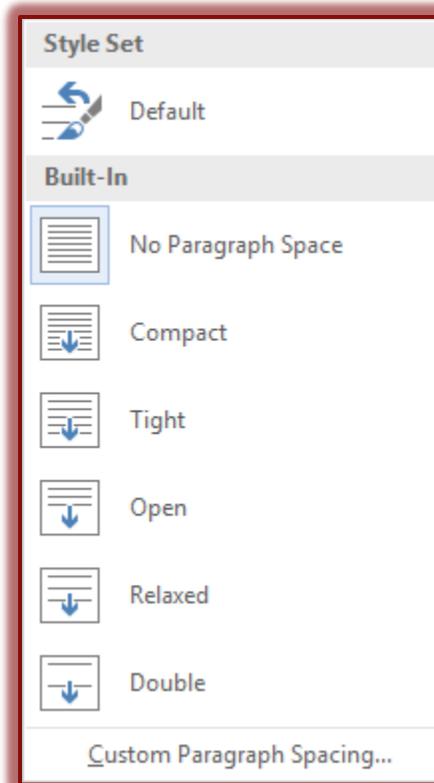
- Click the **Save** button.

## Change Paragraph Spacing

When customizing a Theme, the spacing for paragraphs can be changed.

- Click the **Design Tab**.
- In the **Document Formatting Group**, click the **Paragraph Spacing** button.
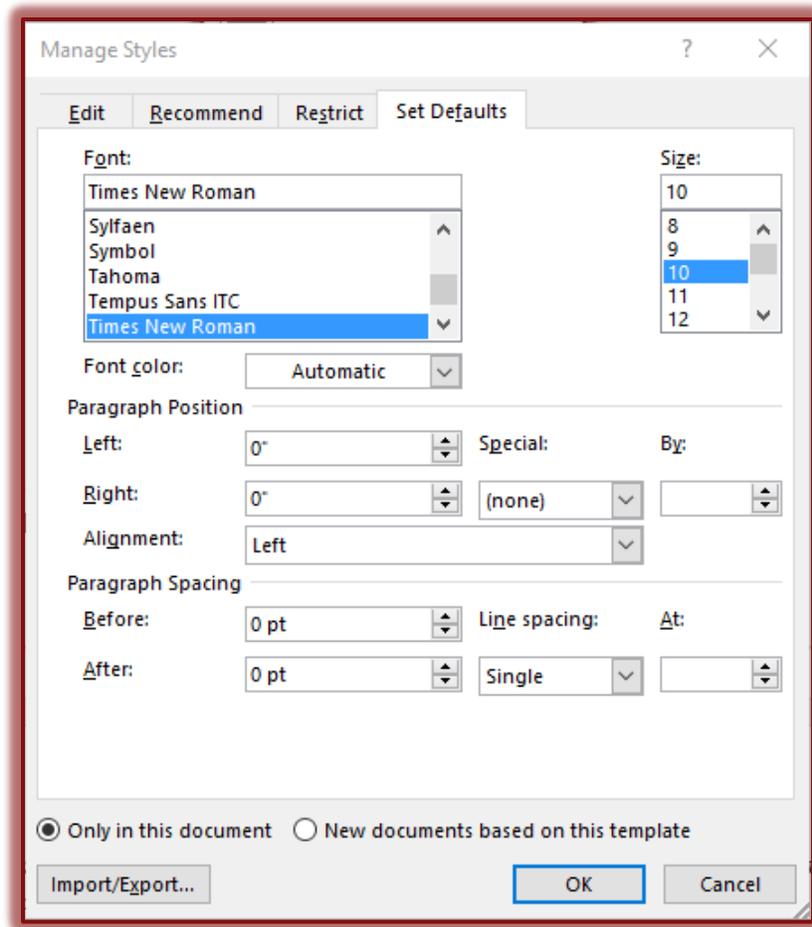


- A list of different types of spacing will display (see illustration below right).



- Click the **Paragraph Spacing** option that is to be applied to the selected theme.
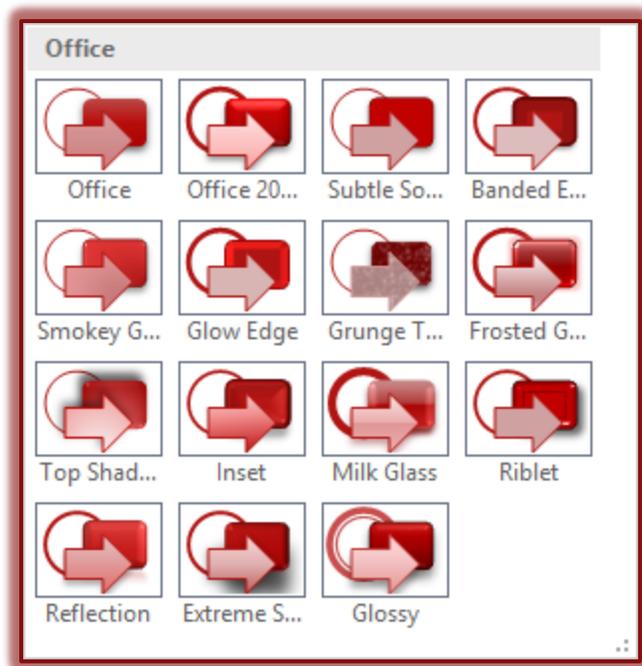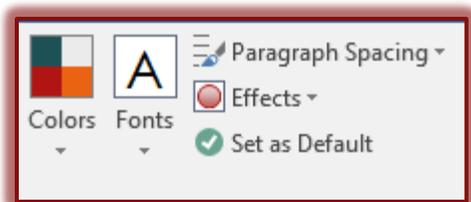- Click the **Custom Paragraph Spacing** link to open the **Manage Styles** dialog box.
- Make the desired changes and then click the **OK** button to apply the changes.

## Change Effects

❒ 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.

❒ Click the **Effect** to apply it to the Theme.