



Introduction to Themes

Use IT+

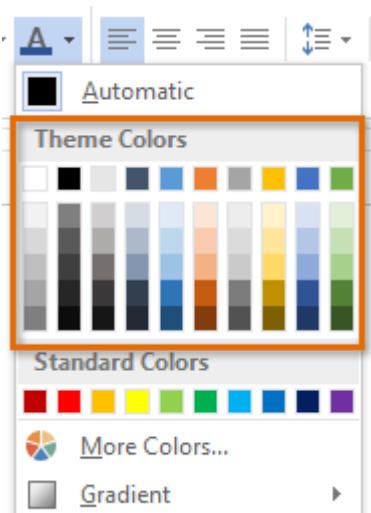
Introduction

A **theme** is a set of **colours**, **fonts**, and **effects** that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

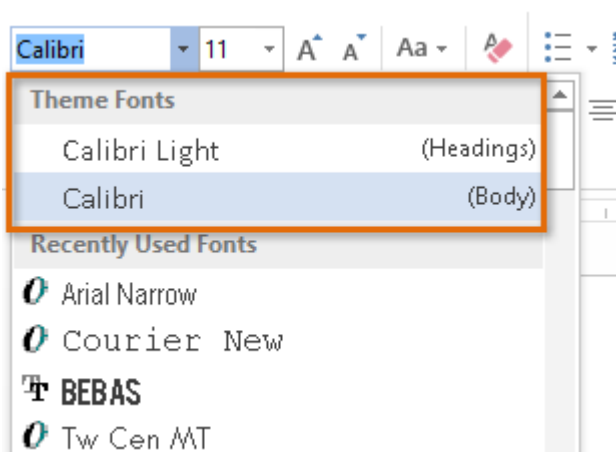
Themes

All documents in Word 2013 use a theme. In fact, you've already been using a theme, even if you didn't know it: the default **Office** theme. Every theme—including the Office theme—has its own **theme elements**:

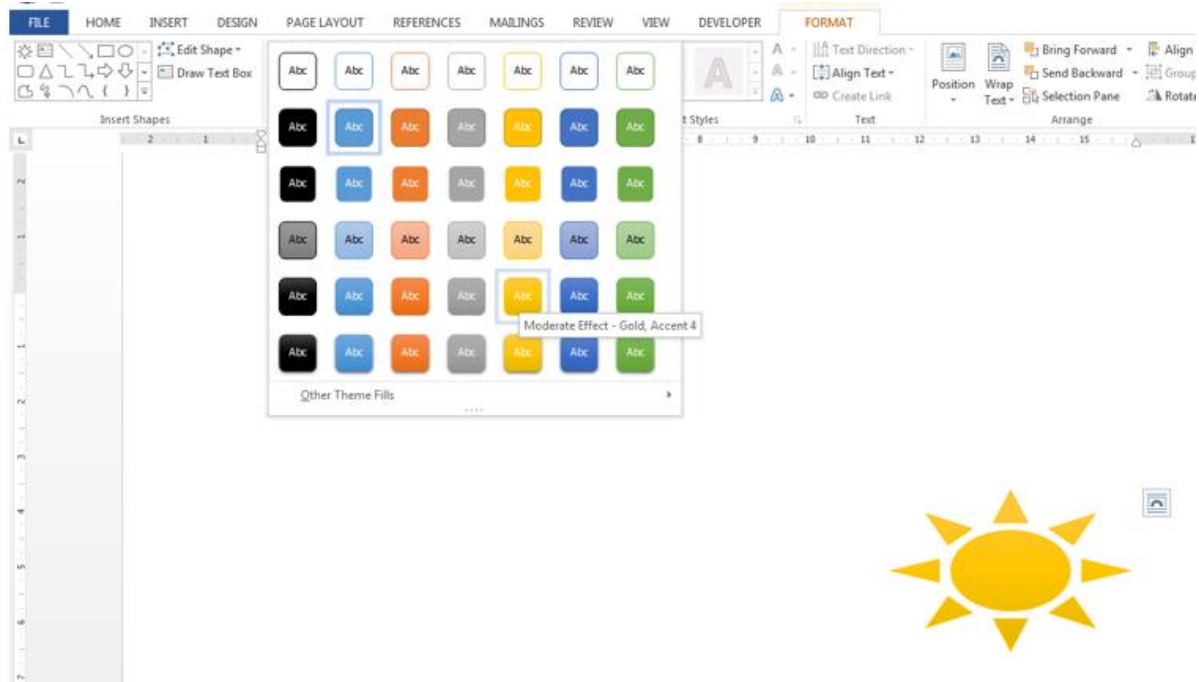
- **Theme colours:** There are **10 theme colours**, along with darker and lighter variations, available from every **Color** menu.



- **Theme fonts:** There are **two theme fonts** available at the top of the **Font** menu under Theme Fonts.



- **Theme effects:** These affect the preset **shape styles**. You can find shape styles on the **Format** tab whenever you select a shape or SmartArt graphic.
- Open a new blank document, go to the **Insert tab** and insert a Shape or SmartArt, run the mouse over Shape Styles and see the different affects.



Why use theme elements?

If you're using **theme elements**, you'll probably find that your document looks pretty good and that all of the colours work well together. But there's another great reason to use theme elements: When you switch to a different theme, all theme elements will **update** to reflect the new theme, allowing you to quickly change the look and feel of the entire document.

In the images below, you can compare the **default Office theme** and the **Organic theme**.

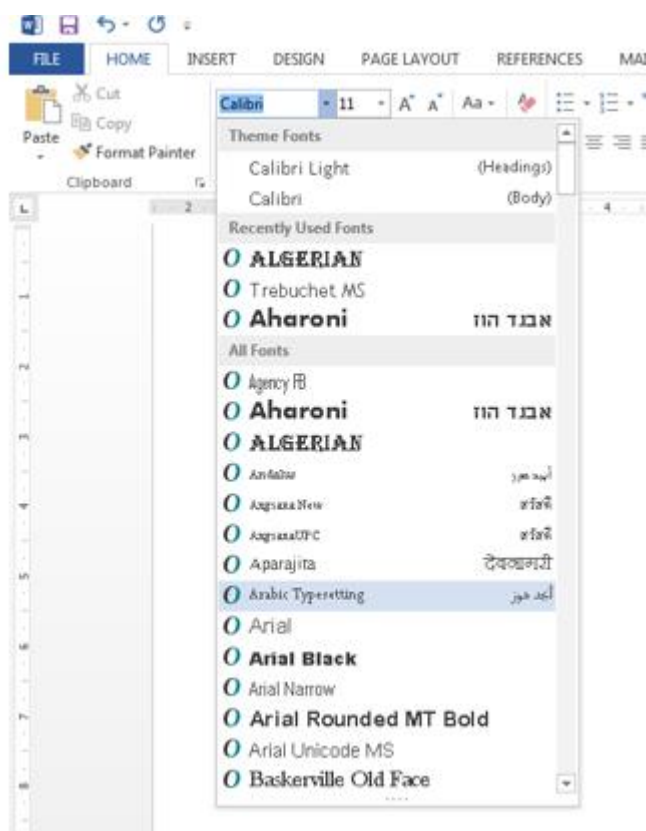


Mobile
Wash & Valet



Mobile
Wash & Valet

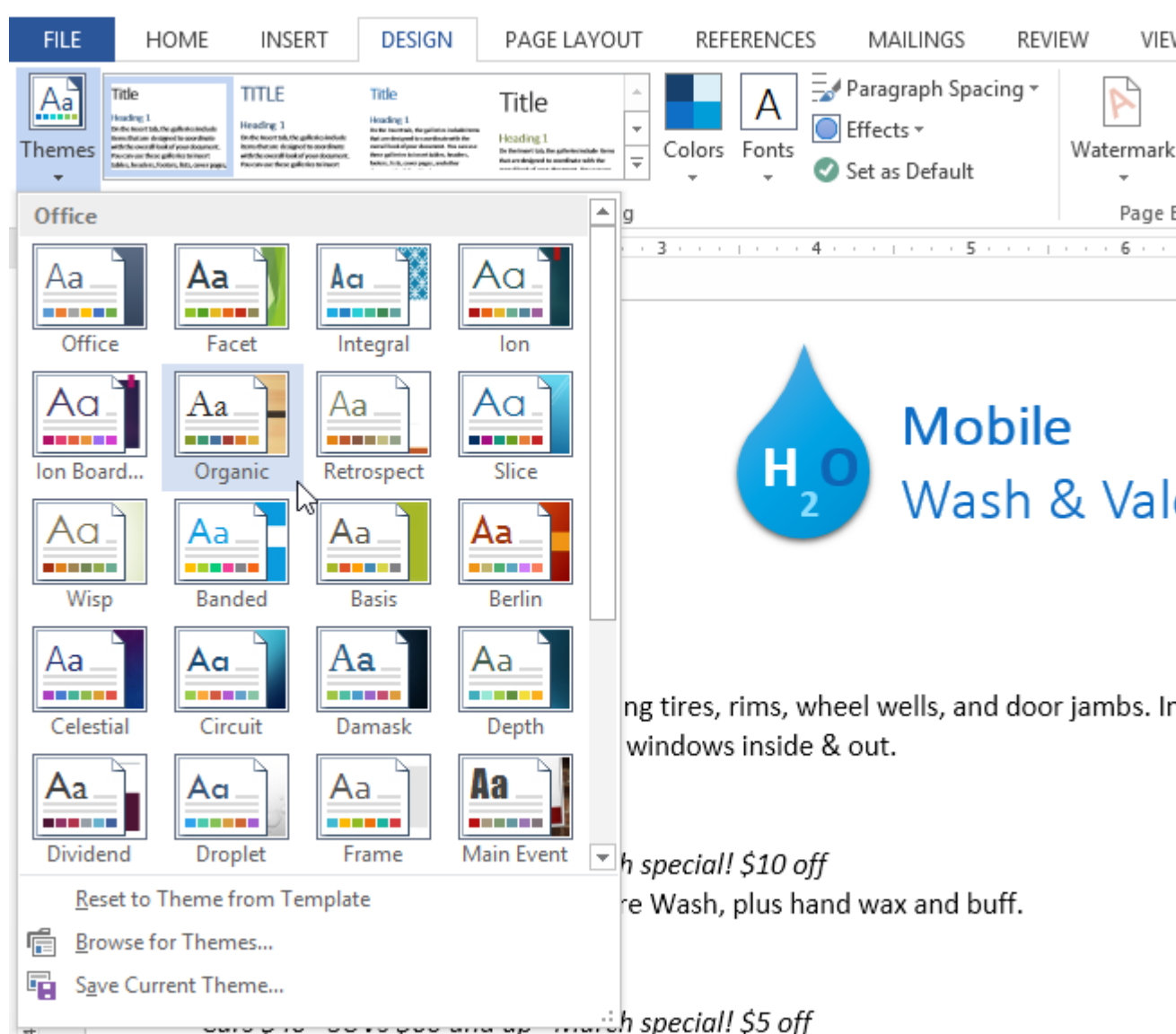
Remember, the colours and fonts will only update if you're using **theme fonts** or **theme colours**. If you choose colours that are not **theme colours** or any **fonts** that are not **theme fonts**, your document will not change when you apply a new theme.



If you're using built-in **styles**, you may notice that the fonts for these styles change when you select a different theme. This is because all of the built-in styles are based on the **theme fonts**. If you don't want the styles to change, you'll need to create **custom styles** (refer back to the Styles worksheet).

To change the theme:

1. From the **Design** tab, click the **Themes** command.
2. Select the **desired theme** from the drop-down menu.



3. The selected theme will appear.

Auto Detailing Services List



Mobile Wash & Valet

- **H₂O** Signature Wash

Cars \$20 · SUVs \$25 and up

Hand wash and dry vehicle, including tires, rims, wheel wells, and door jambs. Interior vacuum, dust, and deodorize, plus windows inside & out.

- **H₂O** Signature Detail

Cars \$60 · SUVs \$75 and up · March special! \$10 off

Everything included in the Signature Wash, plus hand wax and buff.

- **H₂O** Signature Interior

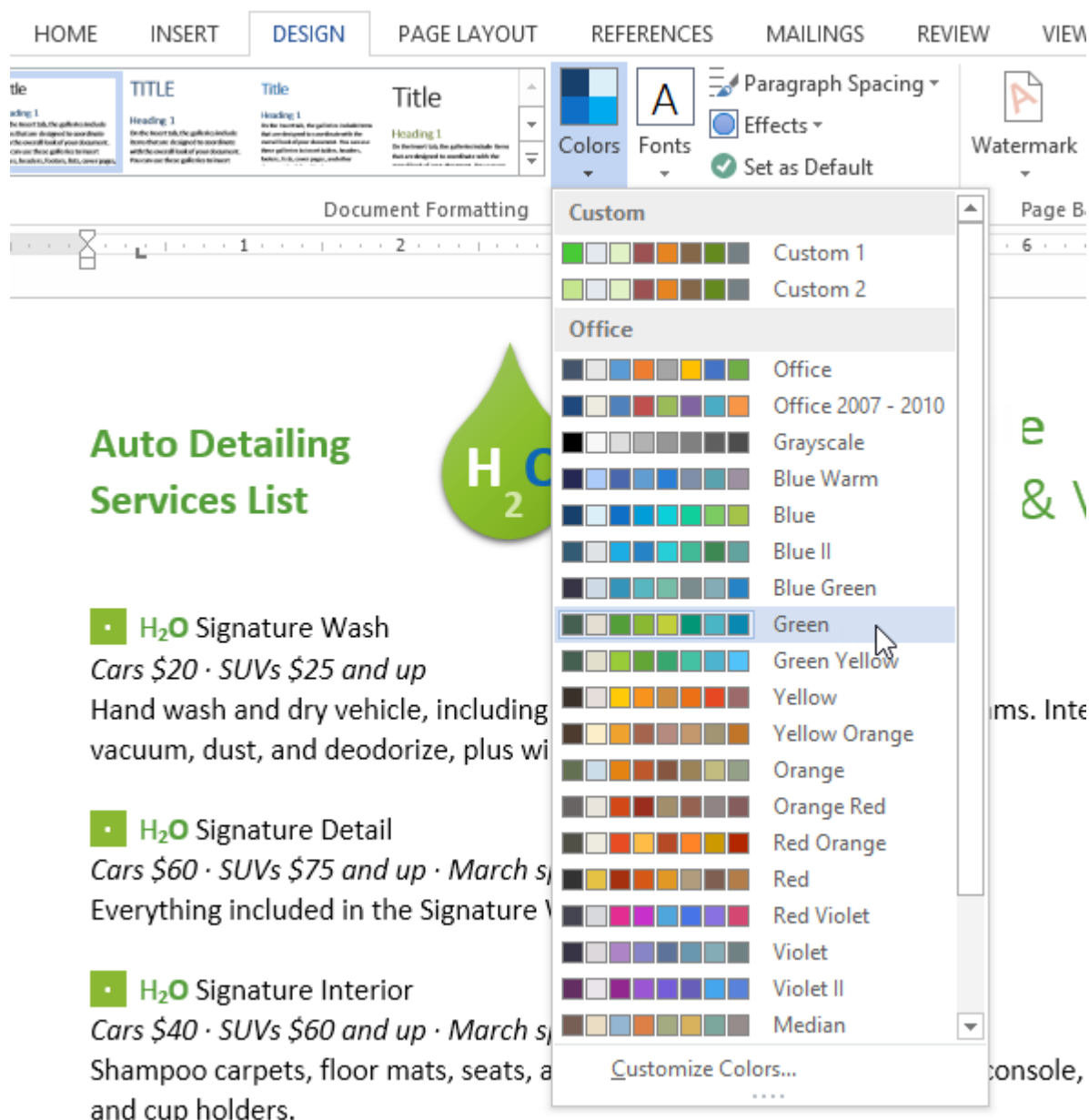
Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect console, dash, and cup holders.

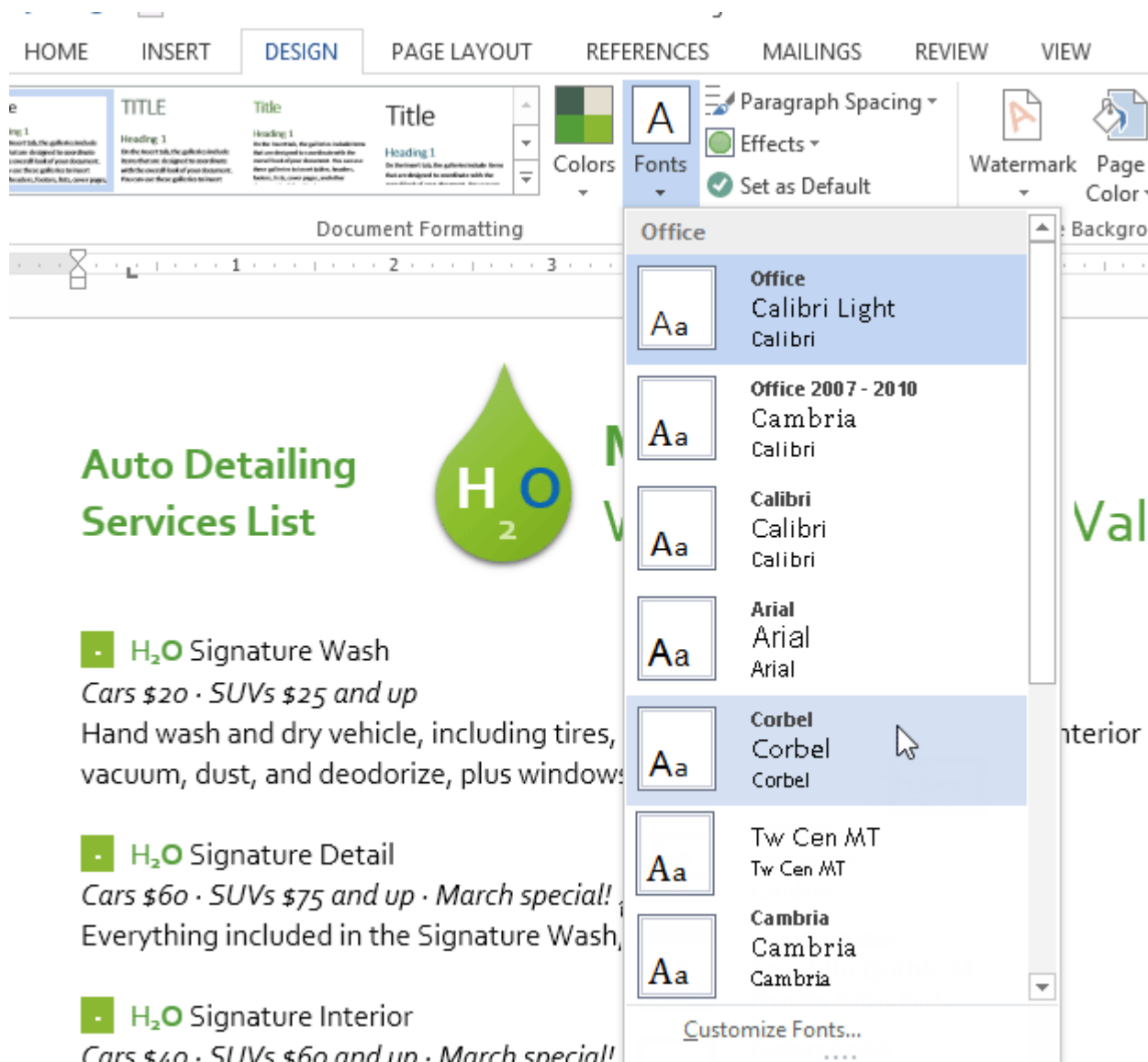
Customizing themes

Let's say you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. Word allows you to mix and match the **colours**, **fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **theme colours**, **fonts**, and **effects** from the **Design** tab.

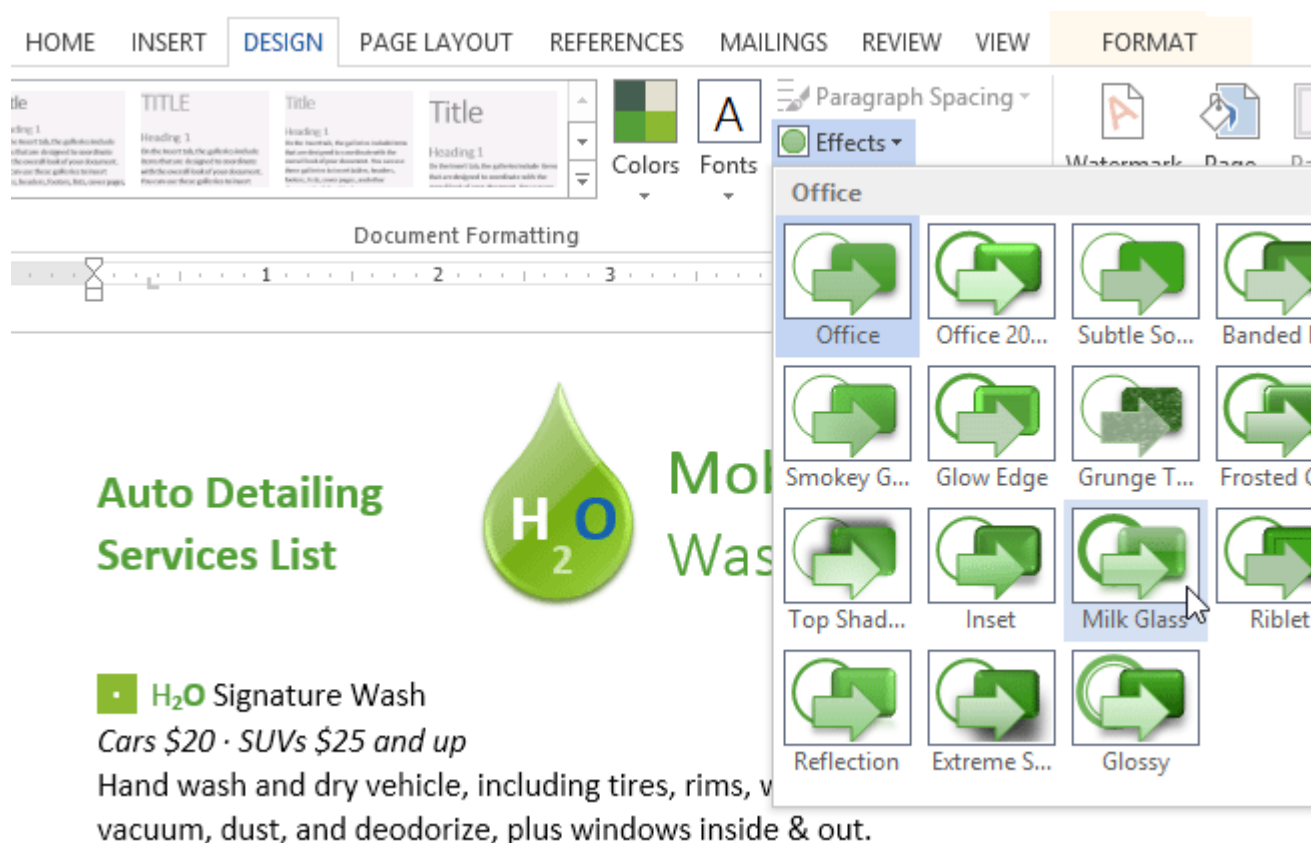
- To change the theme colours, click the **Colours** command. A drop-down menu will appear. Select the **desired colours** or select **Customize Colours...** to customize each color individually.



- To change the theme fonts, click the **Fonts** command. A drop-down menu will appear. Select the **desired font** or select **Customize Fonts...** to customize each font individually.



- To change the theme effects, click the **Effects** command. A drop-down menu will appear. Select the **desired effect** from the menu.

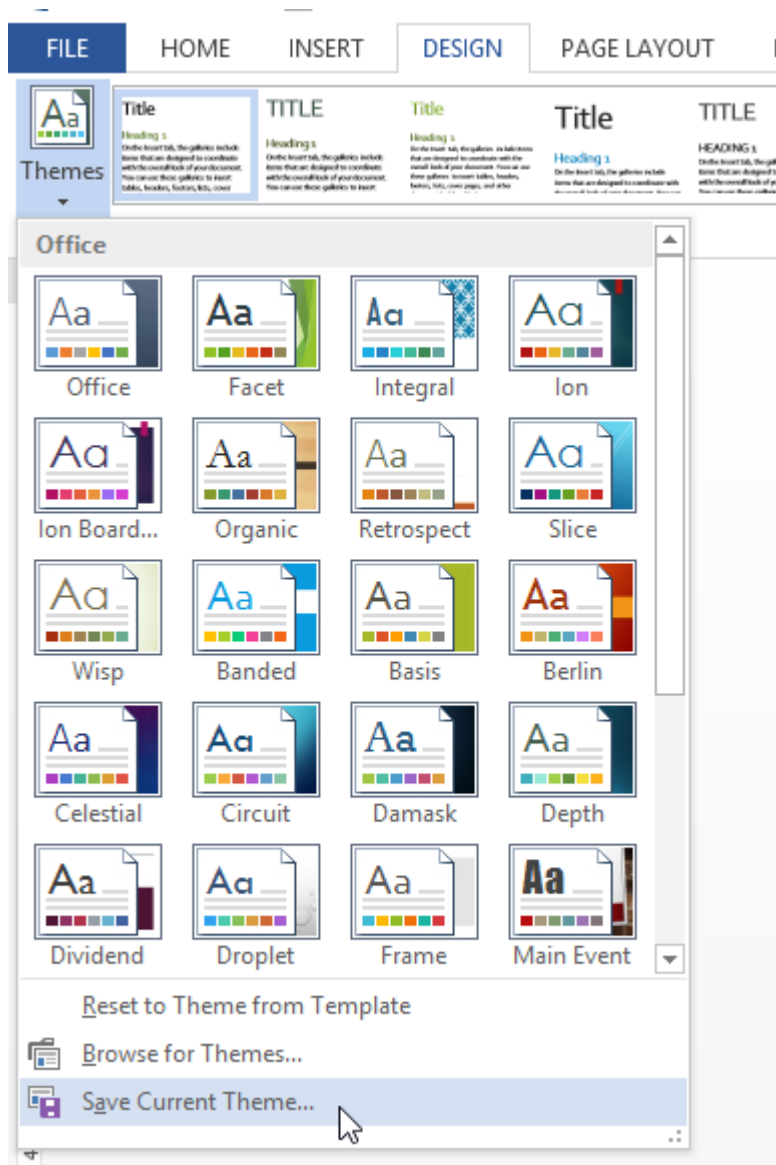


When choosing theme colours, try to find a part of your document that uses several colours, or make changes, to get an idea of how the colours will look together.

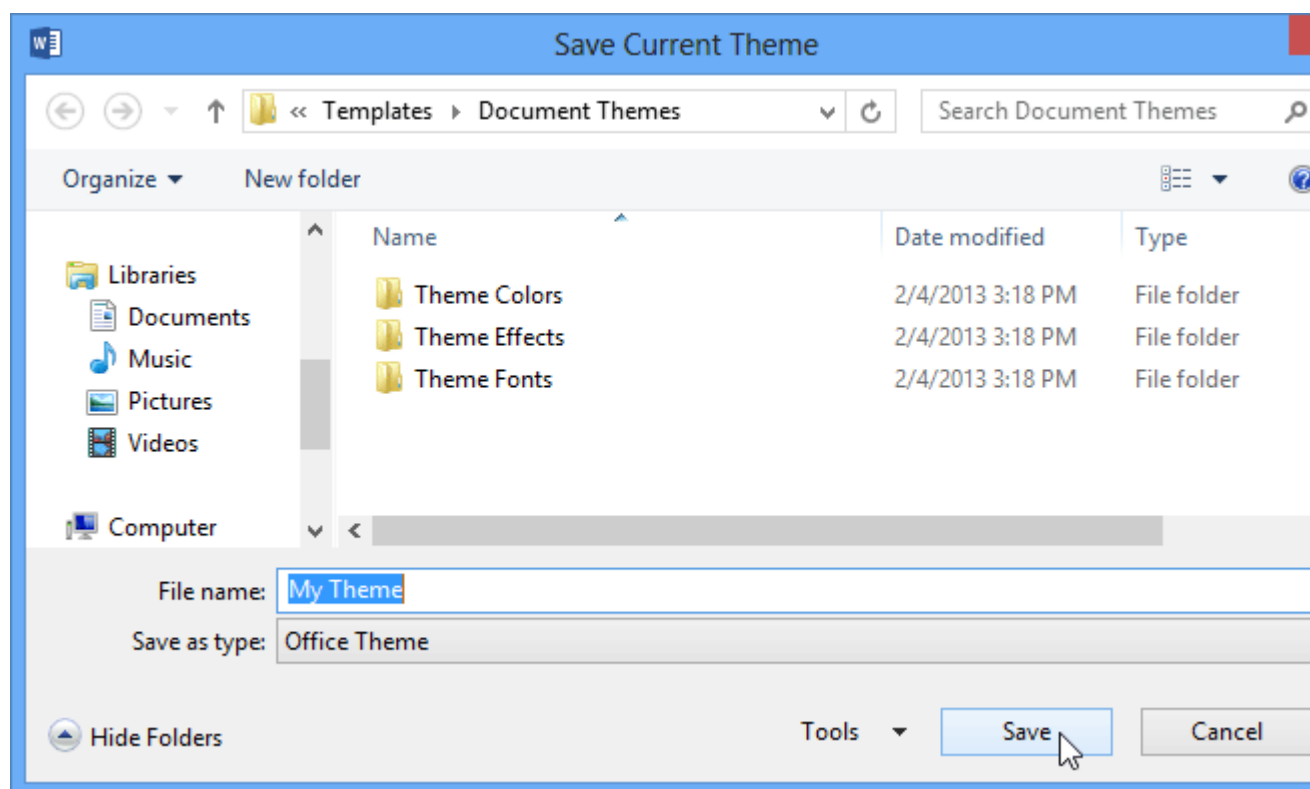
To save a theme:

Once you've found settings you like, you may want to save the theme so you can use it in other documents.

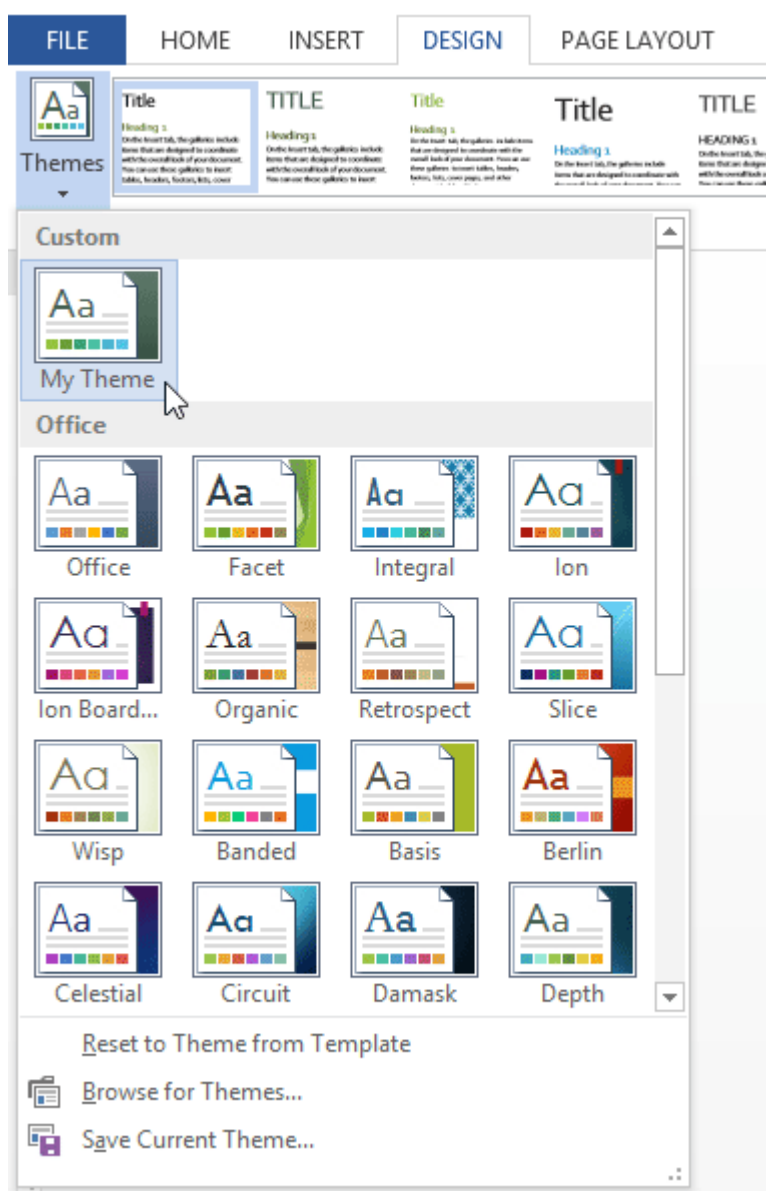
1. From the **Design** tab, click the **Themes** command, then select **Save Current Theme...** from the drop-down menu.



2. The **Save** dialog box will appear. Type a **name** for your theme, then click **Save**.



3. The theme will be **saved**. You can apply it to any document by selecting it from the available **themes**.



Exercise!

1. Apply a **theme**.
2. Modify the theme's **colours**, **fonts**, and **effects**, then **save** it.