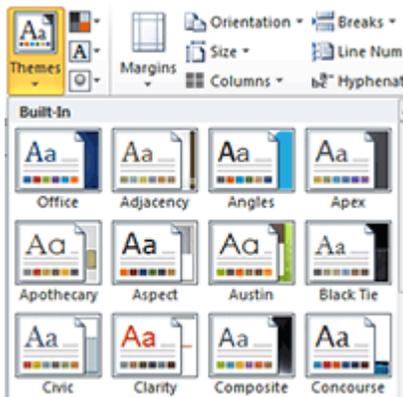


# Styles and Themes

## Introduction

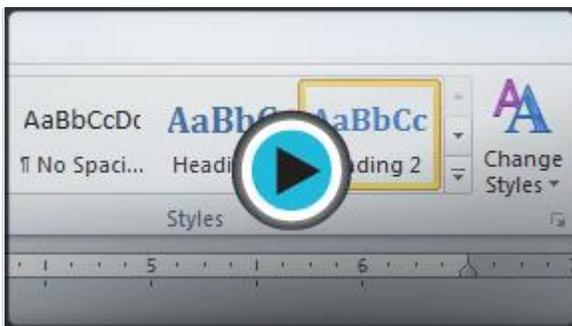


Styles and themes are powerful tools in Word that can help you easily create professional-looking documents. A **style** is a predefined combination of font style, color, and size of text that can be **applied to selected text**. A **theme** is a set of formatting choices that can be applied to an **entire document** and includes theme colors, fonts, and effects.

In this lesson, you will learn how to **apply, modify, and create a style**; use **style sets**; apply a **document theme**; and create a **custom theme**.

## Using styles and themes

### Video: Applying Styles in Word 2010



Word's large selection of **styles** and **themes** allows you to quickly improve the appearance of your document. Styles can give your document a more sophisticated look, while themes are a great way to change the tone of your entire document quickly and easily. To use styles and themes effectively, you'll need to know how to **apply, modify, and create a style**; use **style sets**; apply a **document theme**; and create a **custom theme**.

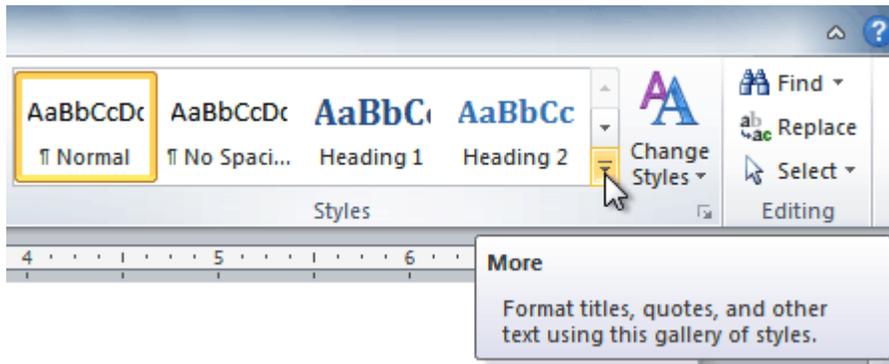
Optional: You can download this [example](#) for extra practice.

## To select a style:

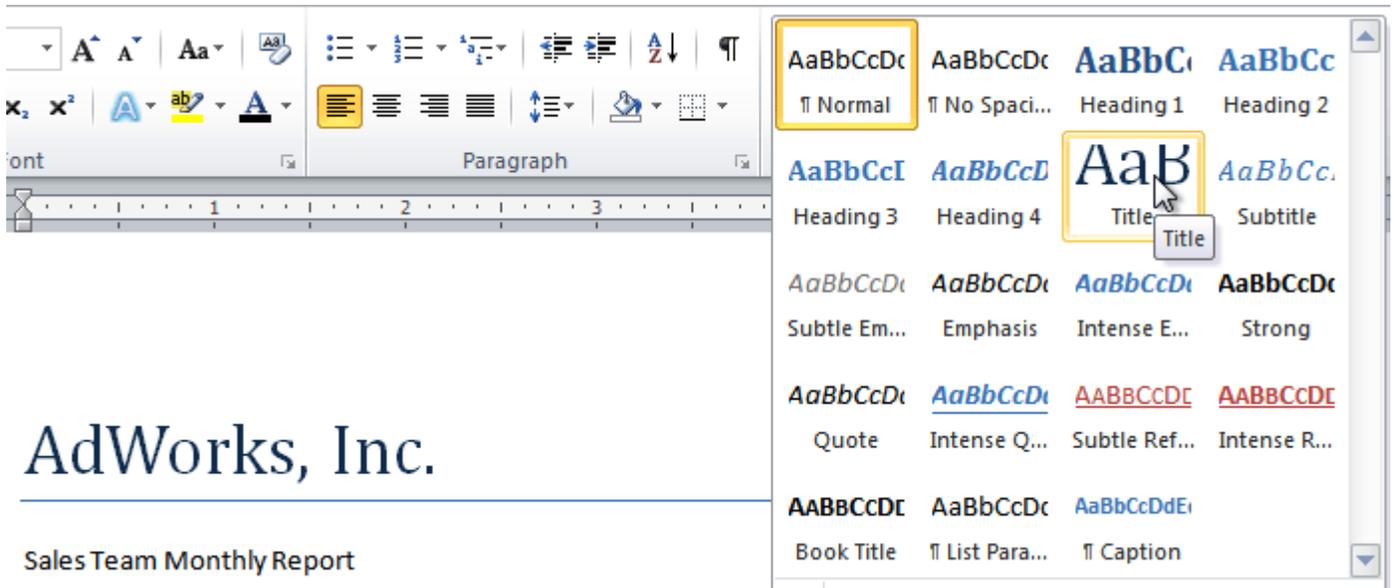
1. Select the text you want to format.

AdWorks, Inc.  
Sales Team Monthly Report  
January 2010

2. In the **Style** group on the **Home** tab, hover over each style to see a live preview in the document. Click the **More** drop-down arrow to see additional styles.



3. Select the style you want. The **selected text appears formatted** in the style.

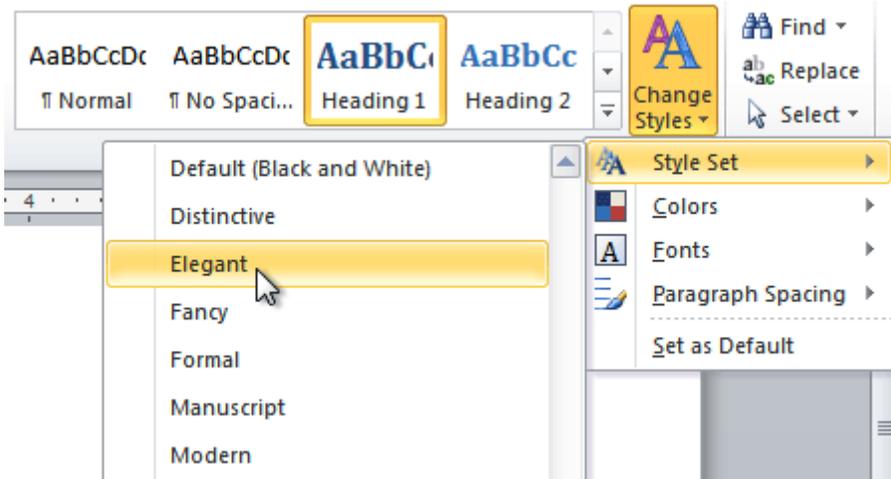


You can also use styles to create a **table of contents** for your document. To learn how, review our article on [How to Create a Table of Contents in Microsoft Word](#).

## To apply a style set:

**Style sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all of the elements of your document** at once, rather than formatting your title and headings separately.

1. Click the **Change Styles** command on the Ribbon. A drop-down menu will appear.
2. From the drop-down menu, select **Style Set**.



3. Select the **Style Set** you want, and the change will be reflected in the entire document.

# ADWORKS, INC.

SALES TEAM MONTHLY REPORT

JANUARY 2010

## EXECUTIVE SUMMARY

January 2010 has been a profitable month and the company has shown growth in many arenas. Ad sales are up by 23% and capital expenditures have decreased since 4<sup>th</sup> quarter in the Sales Department. The sales team hired a new design specialist, the role

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# ADWORKS, INC.

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SALES TEAM MONTHLY REPORT

JANUARY 2010

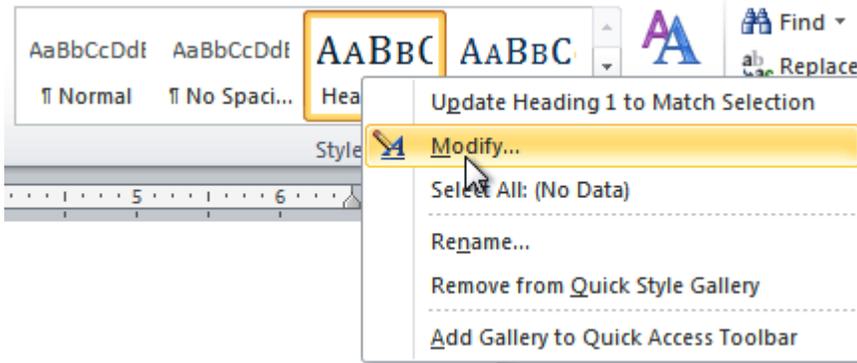
## EXECUTIVE SUMMARY

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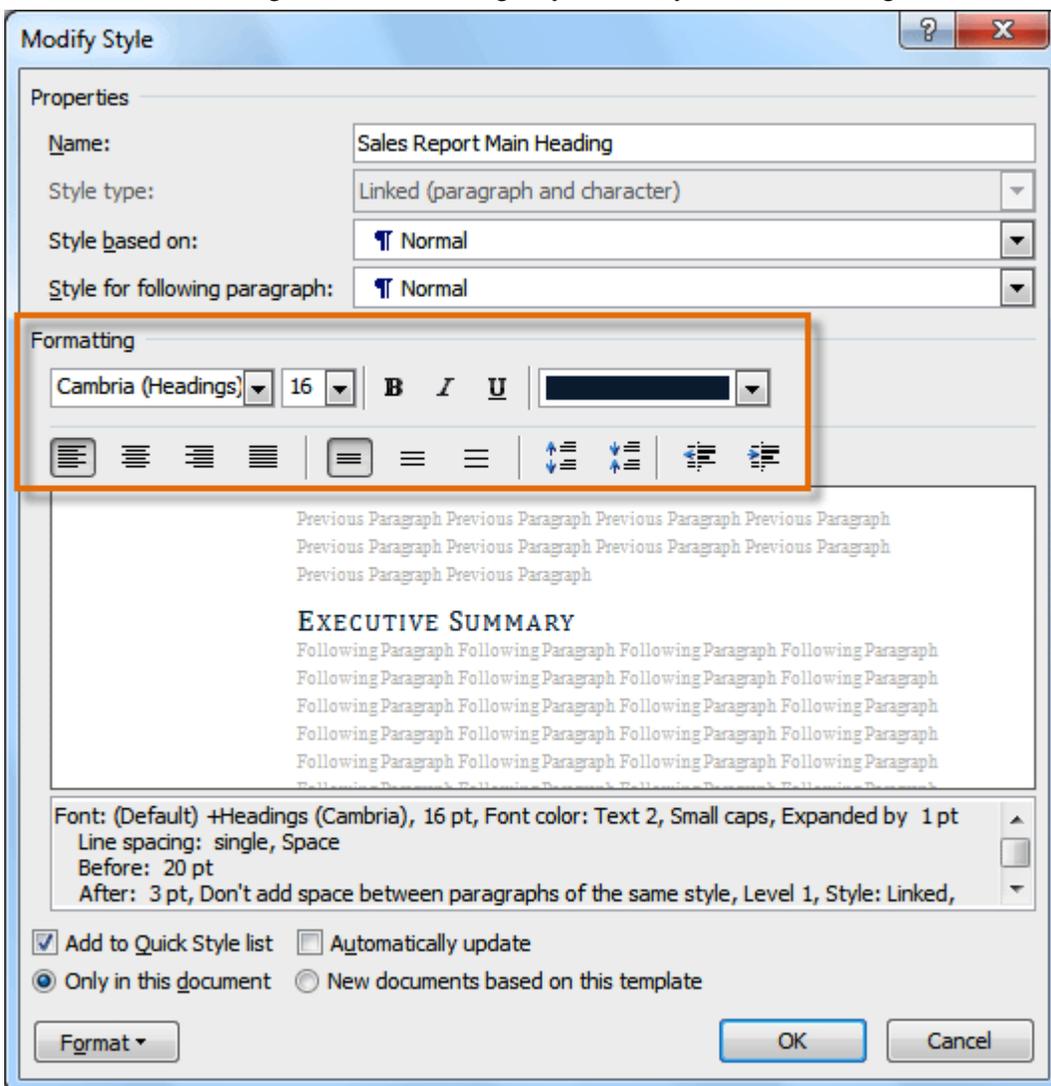
January 2010 has been a profitable month and the company has shown growth in many arenas. Ad sales are up by 23% and capital expenditures have decreased since 4<sup>th</sup> quarter in the Sales Department. The sales team hired a new design specialist, the role of VP of sales was filled, a new

## To modify a style:

1. Locate the style you want to change in the **Styles** group.
2. Right-click the style. A drop-down menu will appear.
3. Click **Modify**, and the **Modify Style** dialog box appears.



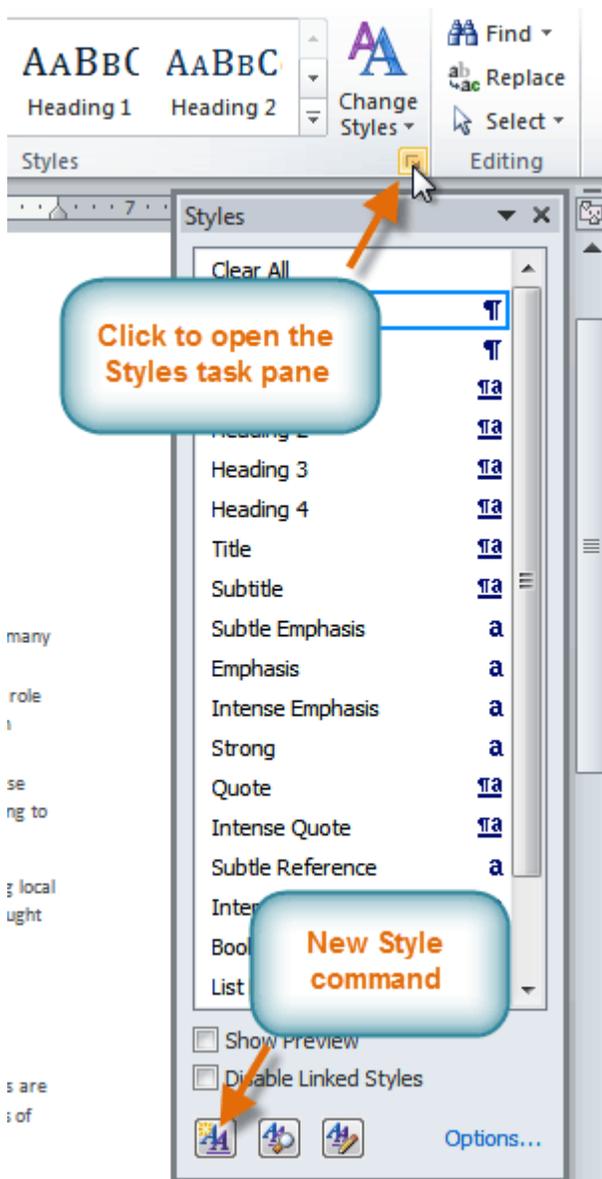
4. Make the desired changes to the formatting. If you want, you can also change the name of the style.



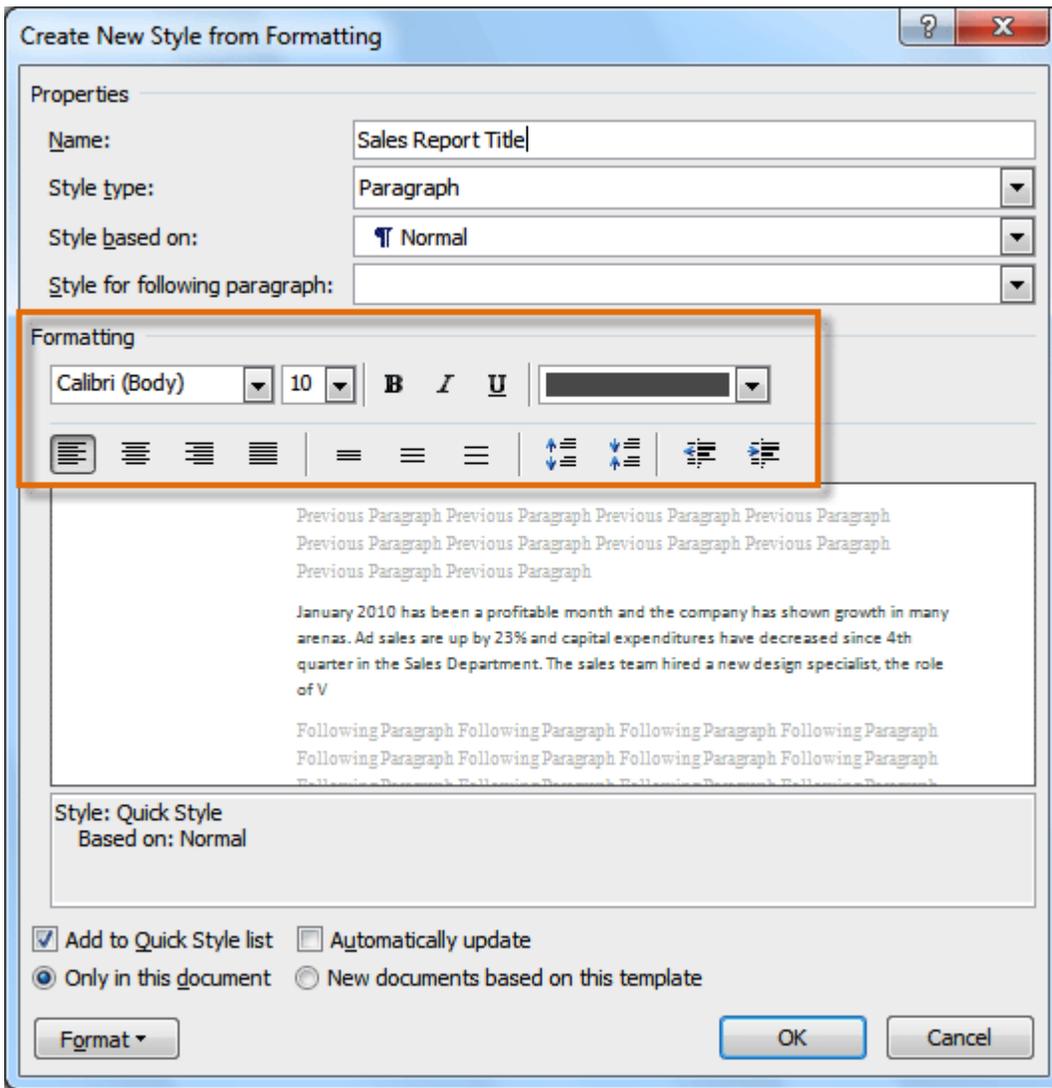
5. Click **OK** to apply the modifications to the style.

## To create a new style:

1. Click the **arrow** in the bottom-right corner of the Styles group. This opens the **Styles** task pane.



2. Select the **New Style** button at the bottom. A dialog box will appear.
3. Enter a name for the style, and set the text formatting the way you want.



4. Click **OK**, and the new style will appear in the task pane.

## Using themes

### Video: Applying Themes in Word 2010

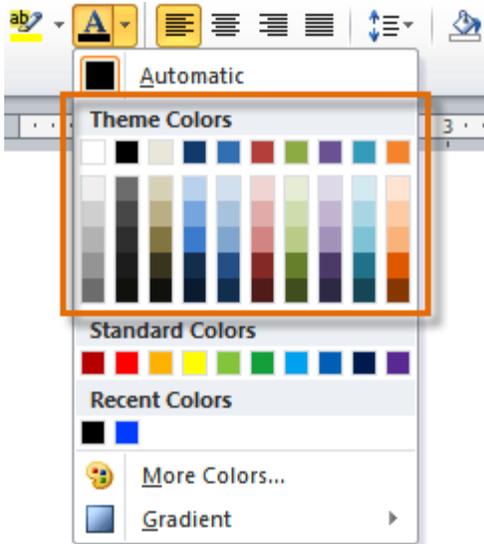


A **theme** is a set of **colors**, **fonts**, and **effects** that determines the overall look of your document. Themes are a great way to change the tone of your entire document quickly and easily.

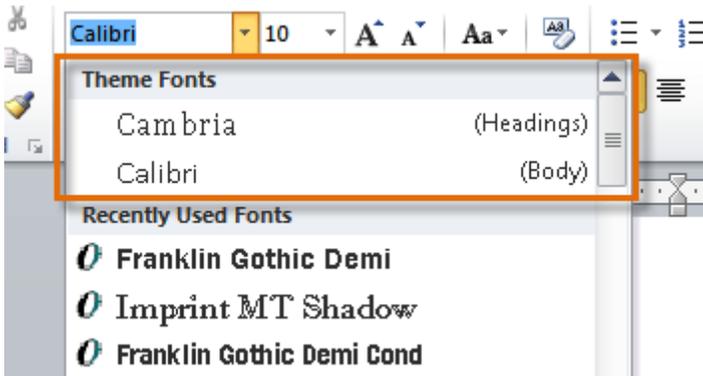
## What is a theme?

All documents in Word 2010 use a theme. 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**:

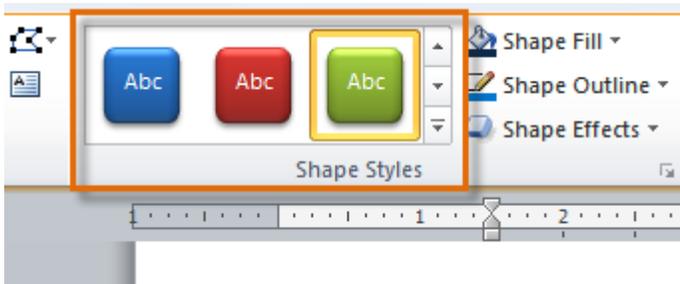
- **Theme colors** (available in every **Color** menu)



- **Theme fonts** (available in the **Font** menu)



- **Shape styles** (available in the **Format** tab when you click a shape)



## Why should you use theme elements?

If you're using theme elements, you'll probably find that your document looks pretty good and that all of the colors work well together, which means you don't have to spend as much time tweaking the document. But

there's another great reason to use theme elements: When you switch to a different theme, **all of these elements will update** to reflect the new theme. You can drastically change the look of the document in a few clicks, and it will usually still look good.



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JANUARY 2010

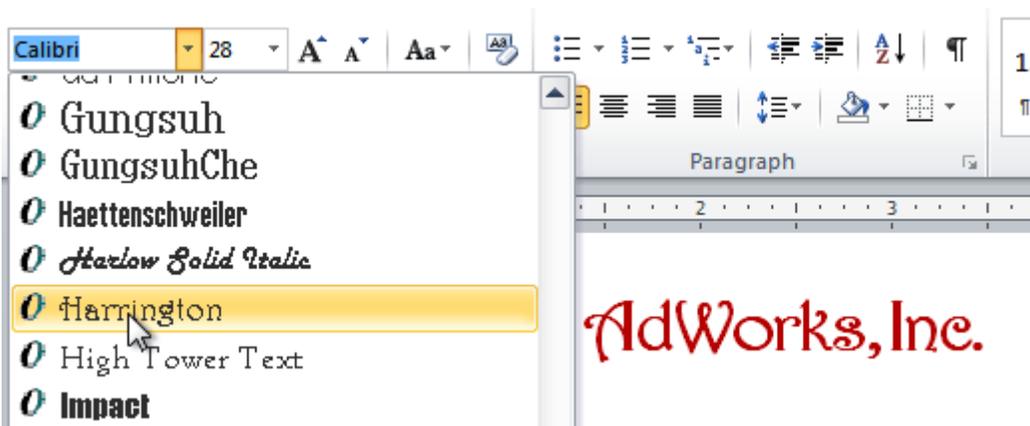


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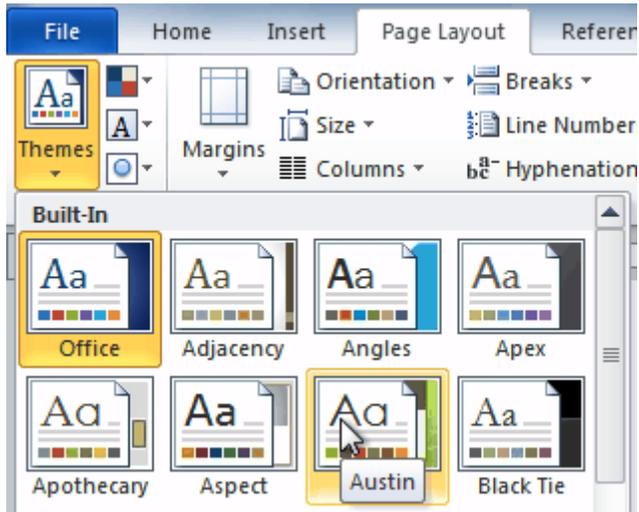
Remember, the colors and fonts will only update if you're using **theme fonts** or **theme colors**. If you choose one of the **standard colors** or any of the **fonts** that are not **theme fonts**, your text will not change when you change the theme. This can be useful if you're creating a logo or title that always needs to look the same.



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**.

## To change the theme:

1. Select the **Page Layout** tab.
2. Click the **Themes** command. A drop-down menu will appear.



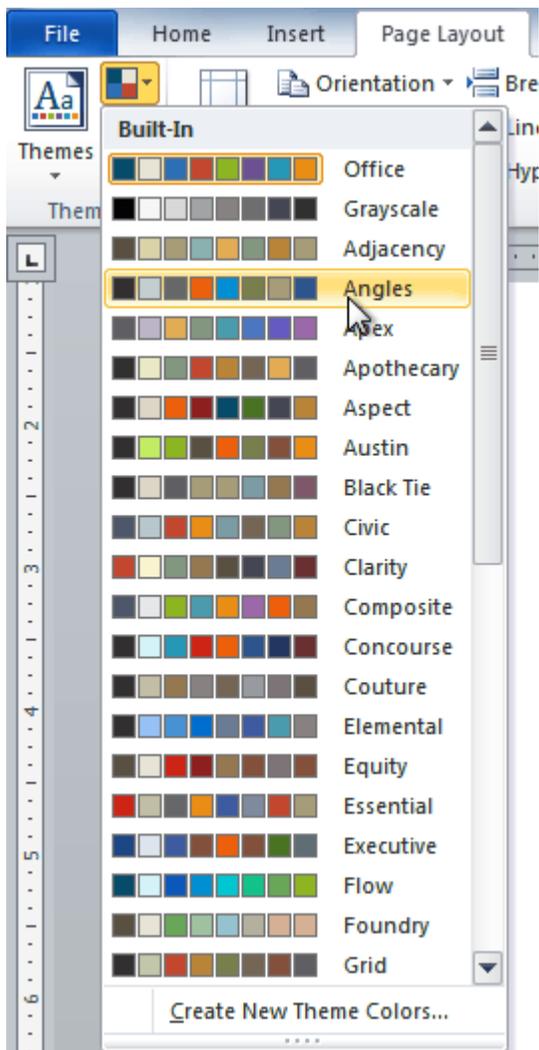
3. Hover the mouse over a theme to see a live preview of it.
4. Select the desired theme.

## Customizing a theme

Let's say you really like the **fonts** from one theme, but you want to experiment with different **color schemes**. Luckily, you can mix and match the **colors**, **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 colors** and **theme fonts**.

## To change theme colors:

1. From the **Page Layout** tab, click the **Theme Colors** command. A drop-down menu will appear.

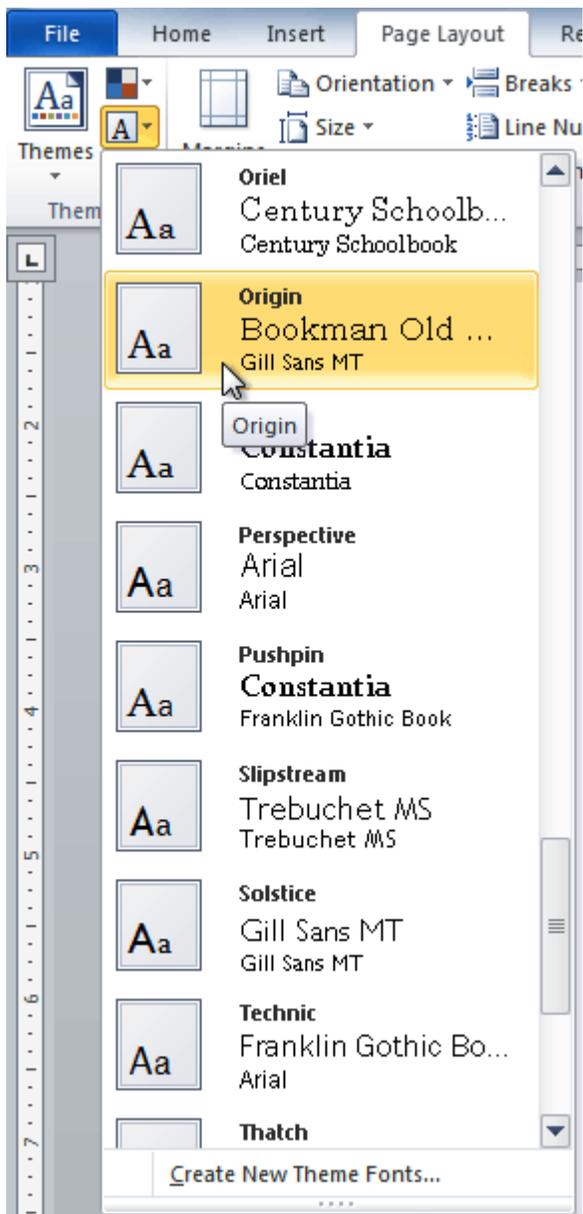


2. Hover your mouse over the different sets of **theme colors** to see a live preview.
3. Select the set of **theme colors** you want, or select **Create New Theme Colors** to customize each color individually.

When setting theme colors, try to find a part of your document that uses several colors so you get the best idea of what the color scheme looks like.

## To change theme fonts:

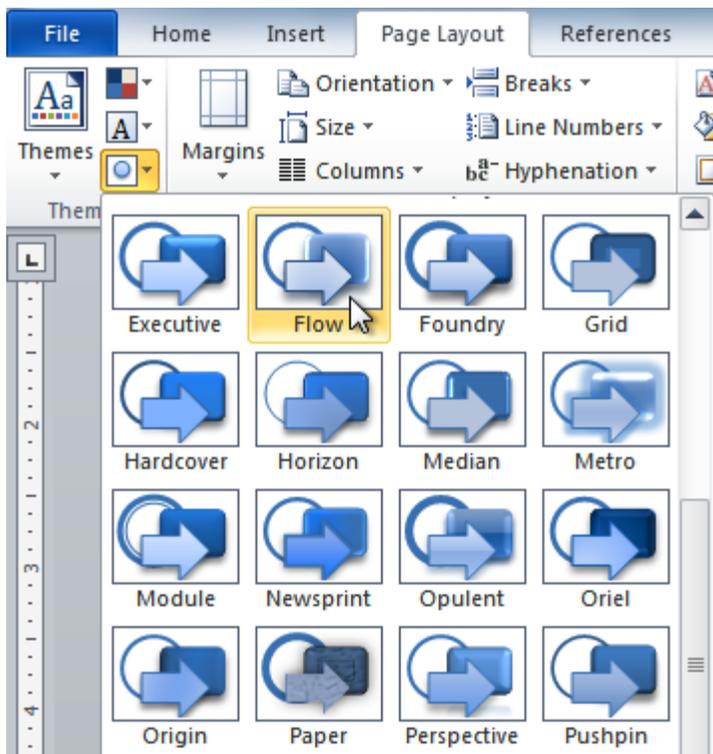
1. From the **Page Layout** tab, click the **Theme Fonts** command. A drop-down menu will appear.



2. Hover your mouse over the different sets of **theme fonts** to see a live preview.
3. Select the set of **theme fonts** you want, or select **Create New Theme Fonts** to customize each font individually.

## To change theme effects:

1. From the **Page Layout** tab, click the **Theme Effects** command. A drop-down menu will appear.



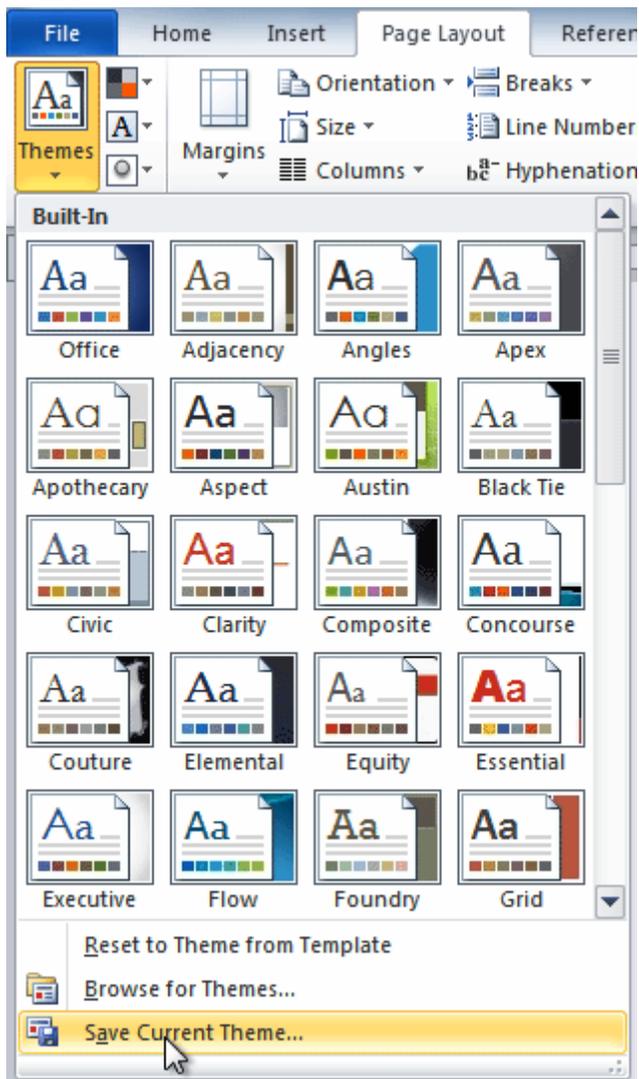
2. Hover your mouse over the different sets of **theme effects** to see a live preview.
3. Select the set of **theme effects** you want.

Some themes can add a **picture fill** to shapes, depending on which **shape styles** are used. For example, the **Paper** theme can add a paper-like texture to shapes. Try exploring some of the different shape styles after changing the theme.

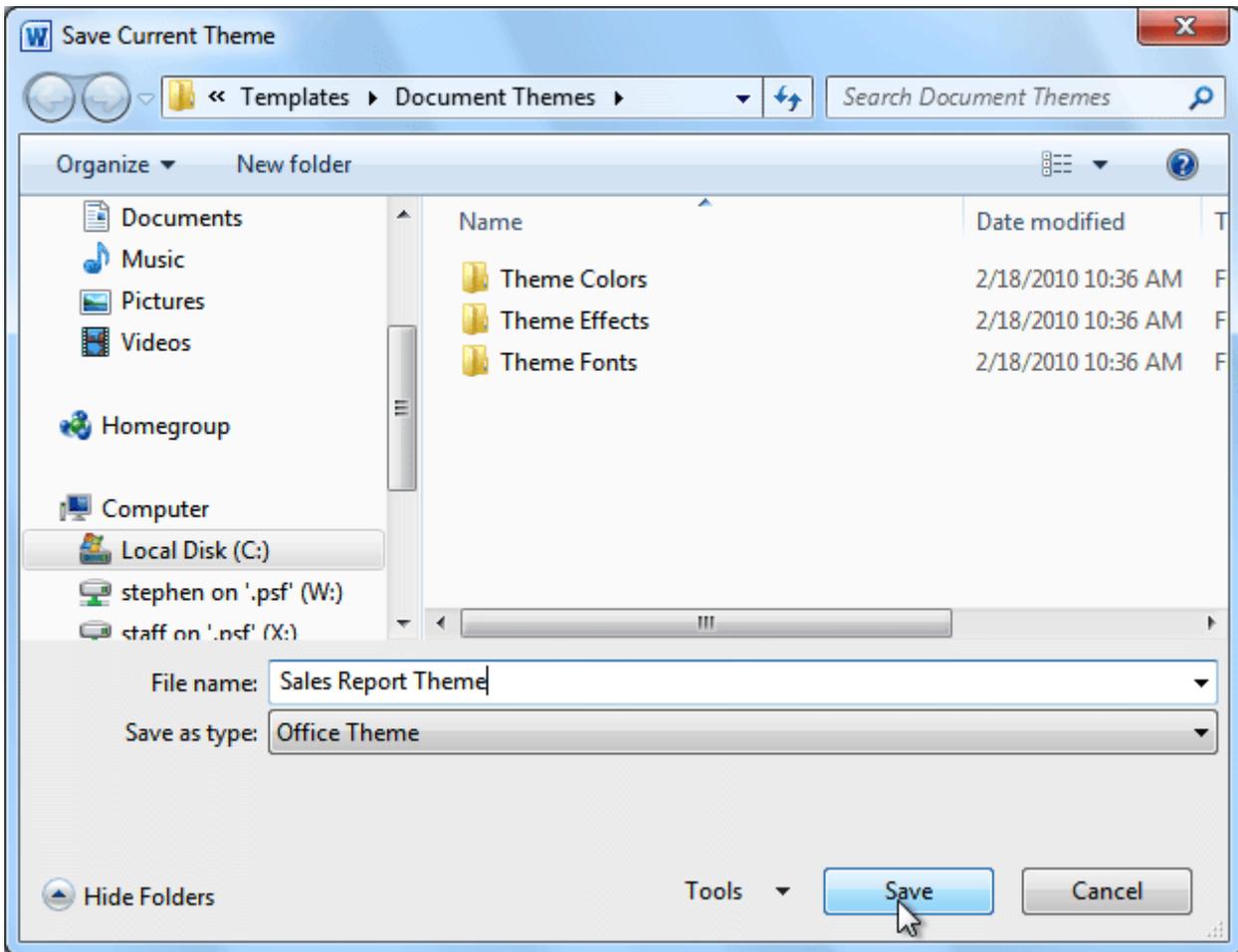
## To save your theme:

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 **Page Layout** tab, click the **Themes** command. A drop-down menu will appear.



2. Select **Save Current Theme**.



3. Type a **file name** for your theme, then click **Save**.

## Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Apply several different **styles** to different parts of your document.
3. Apply a **style set** to your entire document.
4. Modify an existing style.
5. Apply a **theme**.