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Themes

Discussion

Themes allow you to change the overall design of the entire document including colors, fonts, and effects. (Effects refer to graphic object formatting such as SmartArt, Charts, Shapes, etc.) When you work with Themes you can choose an overall Theme or you can choose a Theme and then modify each of the three components; theme color, theme font, and theme effect. Using Themes in Word 2007 is similar to using Themes from previous versions, but 2007 simplifies the process and provides a totally new way of giving your documents a modern and professional look. Themes can also be used across Microsoft programs such as Word, Excel, PowerPoint, and Outlook. This will allow you to create matching documents for all your projects, regardless of what the task is.

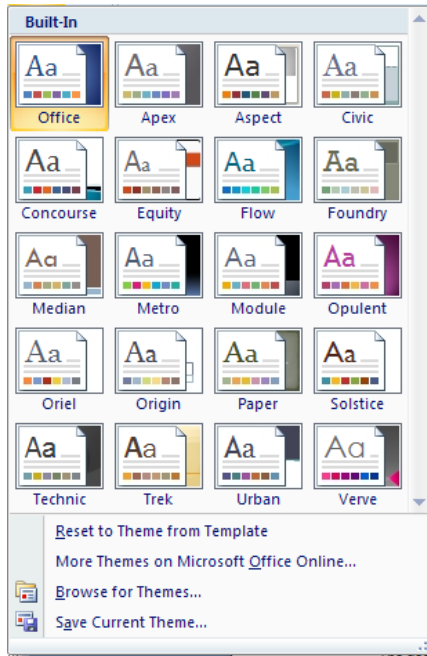
The default Theme in Word 2007 is called, "Office" which uses Calibri as the body text font and Cambria as the heading font. The headings are all in various tints of blue and black. All themes define two fonts; one for headings and one for body text. Furthermore, when a Theme is selected, all color galleries (such as Headers, Footers, Styles, Font, Table Styles) reflect the Theme colors.

If you are going to be using a Theme, you should be using Styles within the document. This is how Word will keep track of text, headings, and objects and the Styles will dictate how the overall Theme is applied. If no styles are used, Word does not know where to apply the Theme Fonts or Theme Colors beyond the basic default font and font color.

Applying a Document Theme



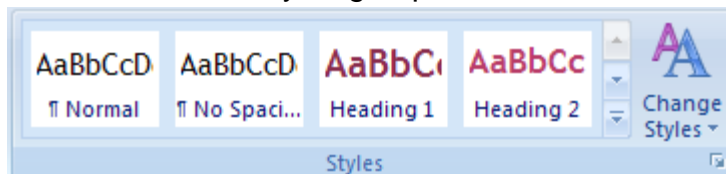
1. Go to the Page Layout tab and in the Themes group, click on the **Themes** button.



2. You can apply a Theme when you create a new document or you can apply a Theme after your document has been completed. Remember, using Themes will have the biggest impact if you have a well organized document that utilizes Styles.

Select the Theme that you want to apply to the document. If you are not sure which Theme to select, you can put the cursor over a selection to preview the formatting in the underlying document.

3. Continue to work with the document and use the Styles that are associated with the Theme in the Styles group on the Home tab.



You will also notice the selected Themes formatting in the galleries when you are working with Headers, Footers, Cover Pages, Table of Contents, Tables, Charts, SmartArt, Shapes, as well as other objects.