Lesson 9 Adding Themes

Adding Themes

A *Theme* is a set of formatting options that is applied to an entire document. A theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

Themes can be accessed from the *Design* tab. From here you can select a theme from the *Document Formatting* group, as well as customize the colors, fonts, and effects of a theme. The default theme that is applied to every new document is the *Office Theme*. The following shows how to apply a different theme to a document:

1. Click on **Design.**
   This below will appear drag the down arrow on the right hand side and more appear.
2. Click on the **Themes.**
   By clicking on this button you can choose a theme that you would prefer for the task in question.
3. You have chosen so click on that theme and you ready to type in the selected theme, As you can see as you click on the theme the design changes at the top for you to select from.

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Question

1.Open a Word Document and Practice with 4 different themes. Use a new document for each theme.You write a paragraph about what you like and dislike about the course so far. Submit to the blog or email to your Tutor when you are completed. Don't forget to put your name and your place of work.

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