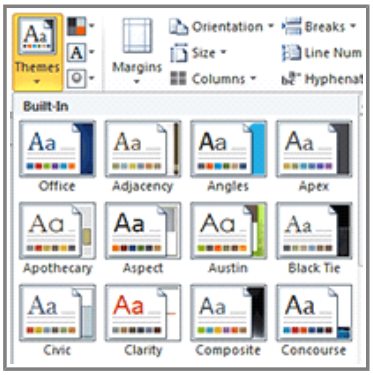
Introduction



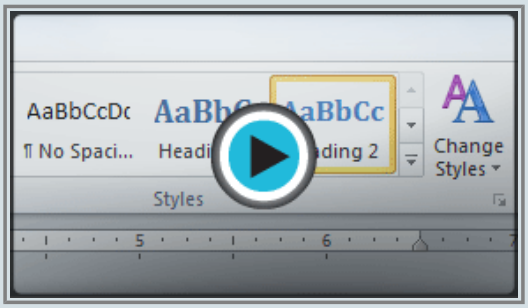
Styles and themes are powerful tools in Word that can help you easily create professional-looking documents. A **style** is a predefined combination of font style, color, and size of text that can be **applied to selected text**. A **theme** is a set of formatting choices that can be applied to an **entire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

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, and 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**.

Video: Applying Styles in Word 2010



Watch the video (2:48). ***Need help?***

To Select a Style:

1. Select the text that you want to format.

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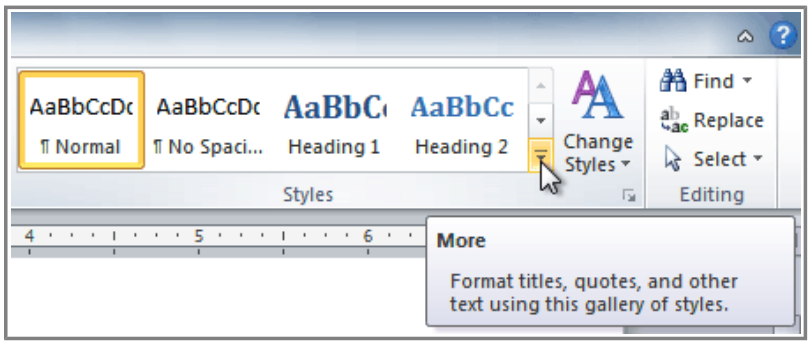
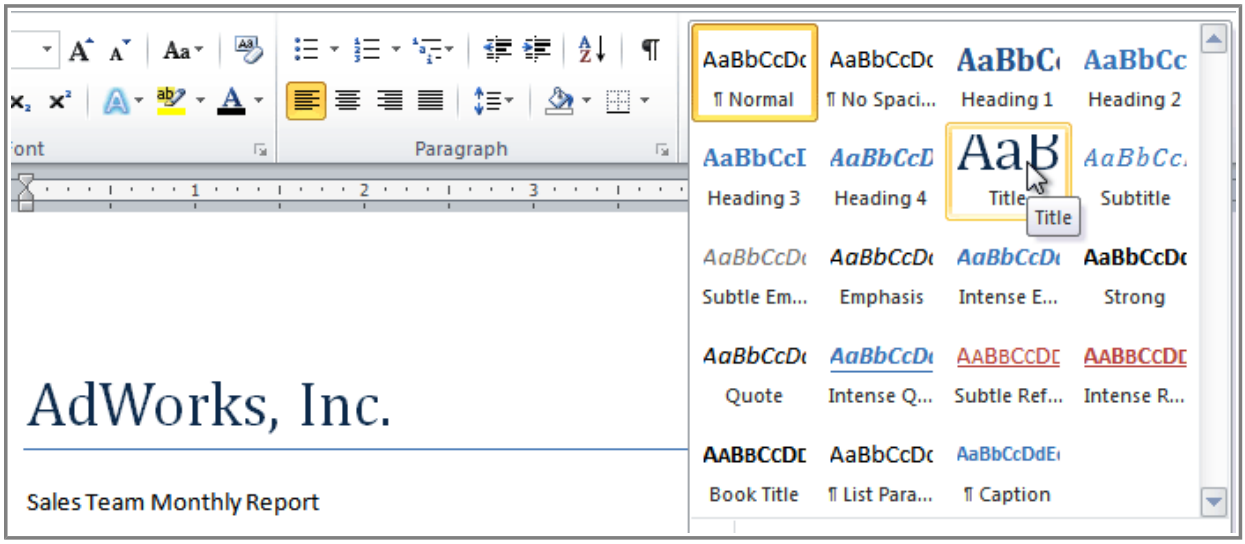
Selecting text

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.



Viewing the Text Styles

3. Select the style you desire. Now the **selected text appears formatted** in the style.



Selecting a 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**

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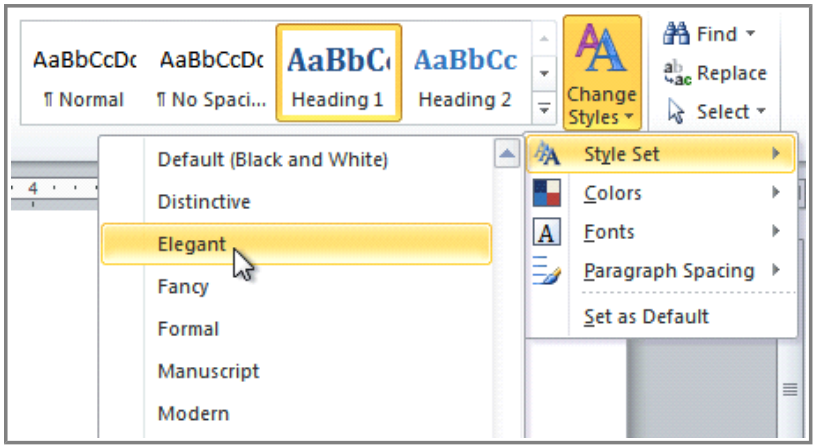
elements of your document at once, rather than formatting your title and headings separately.

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



Selecting a Style Set

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

Elegant Style Set

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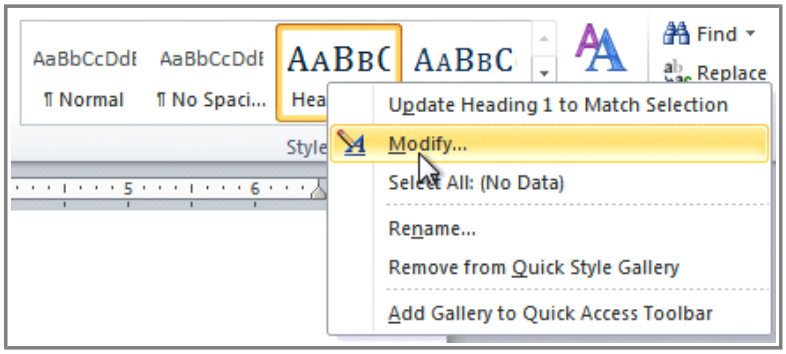
Formal Style Set

To Modify a Style:

1. Locate the style you wish 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.



Modifying a Style

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

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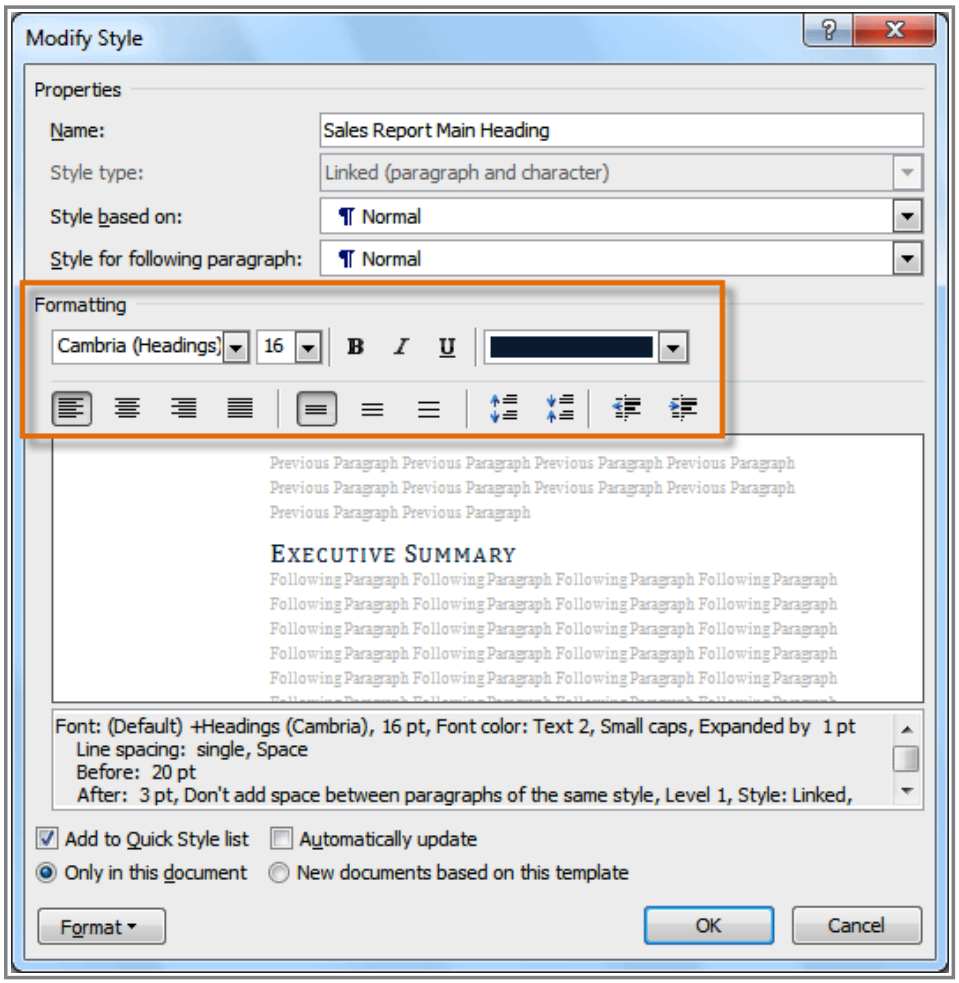

The Formatting options for the Style

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.

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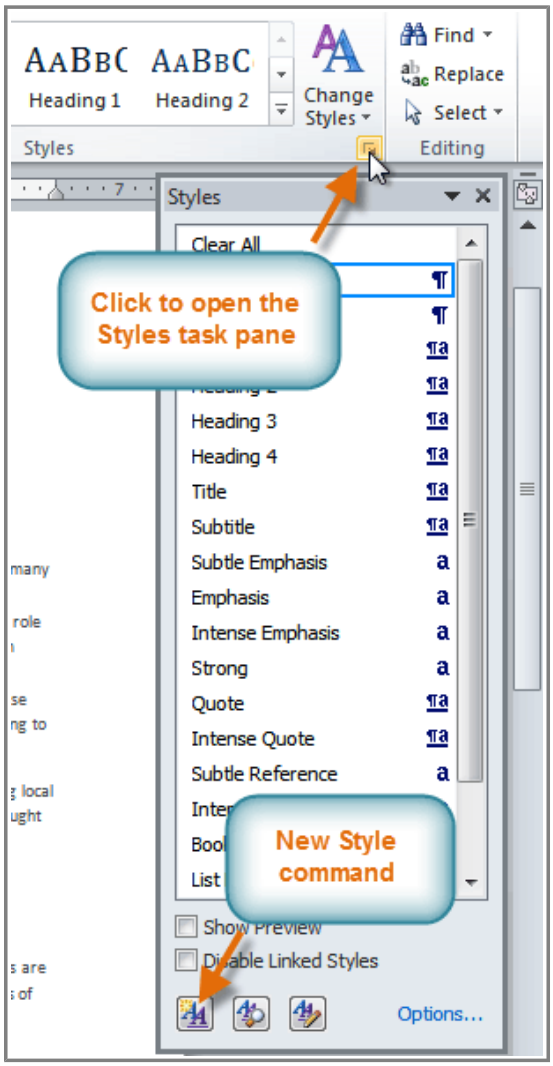

The Styles task pane

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.

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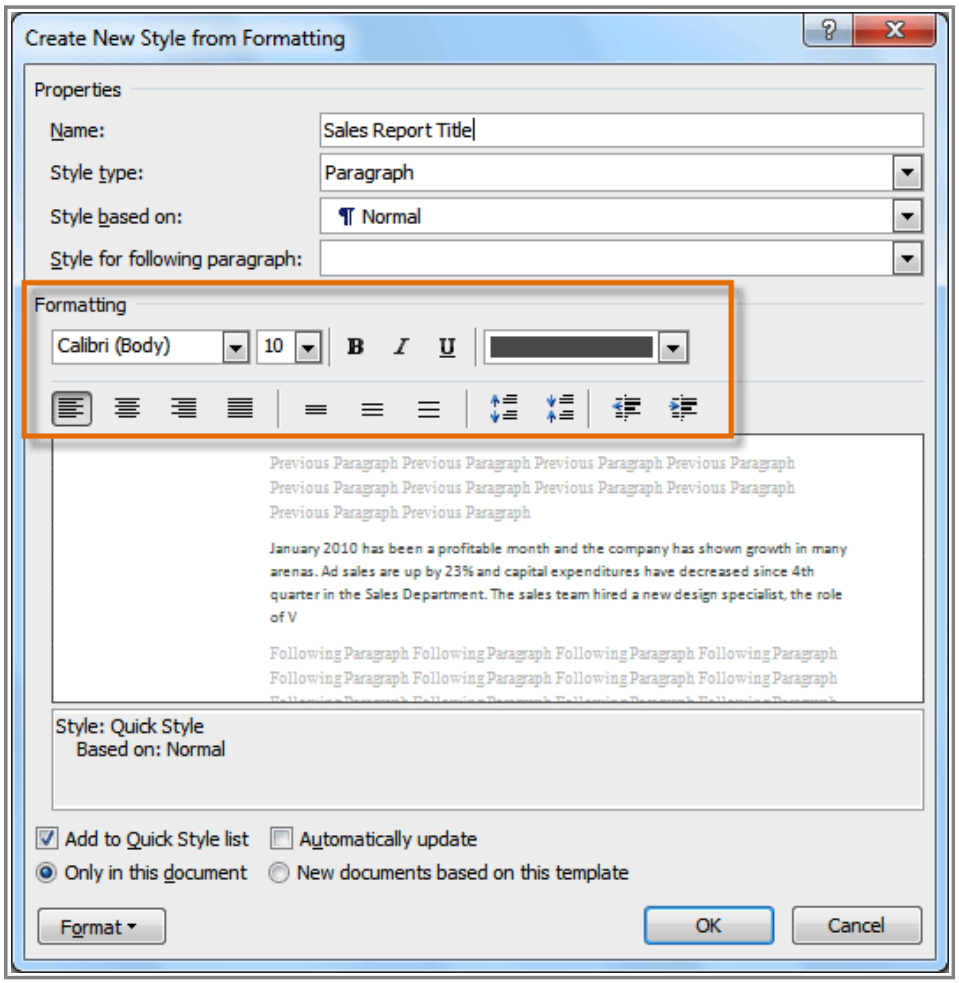

Formatting options for the new Style

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

Using Themes

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.

Video: Applying Themes in Word 2010

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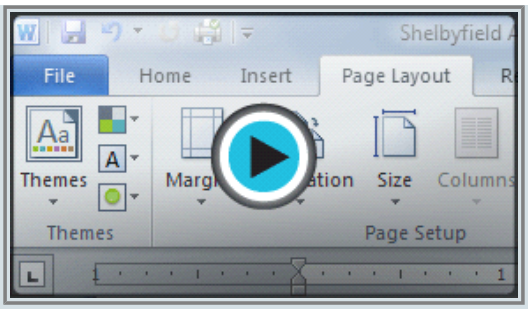
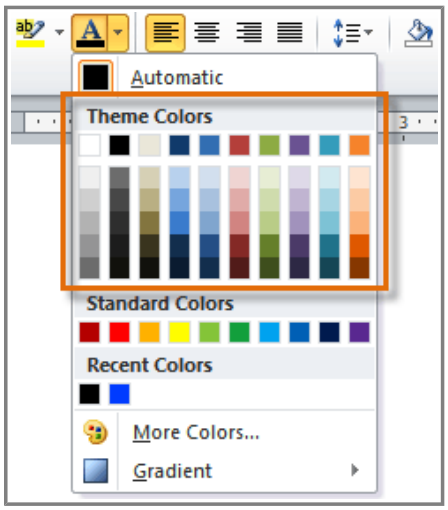


Watch the video (2:45). Need help?

What is a Theme?

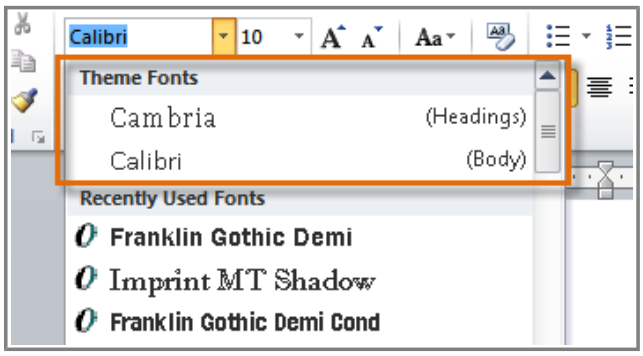
All documents in Word 2010 use a theme. You've already been using a theme, even if you didn't know it: the default **Office** theme. Every theme, including the Office theme, has its own **theme elements**:

- **Theme Colors** (available from every **Color** menu)



Theme Colors

- **Theme Fonts** (available from the **Font** menu)



Theme Fonts

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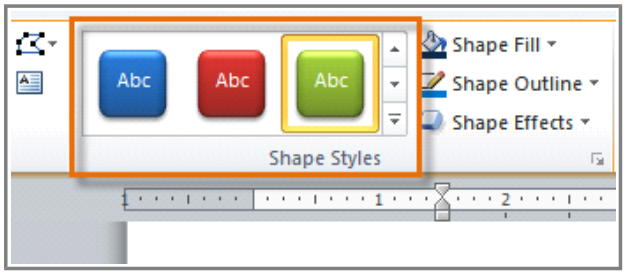
- **Shape Styles** (available in the **Format** tab when you click on a shape)



Shape Styles

Why Should You Use Theme Elements?

If you're using theme elements, you'll probably find that your document looks pretty good and 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 those 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.

Oriel Theme

Tradeshow Theme

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**, then your text will not change when you change the theme. That can be useful if you're creating a logo or title that always needs to look the same.

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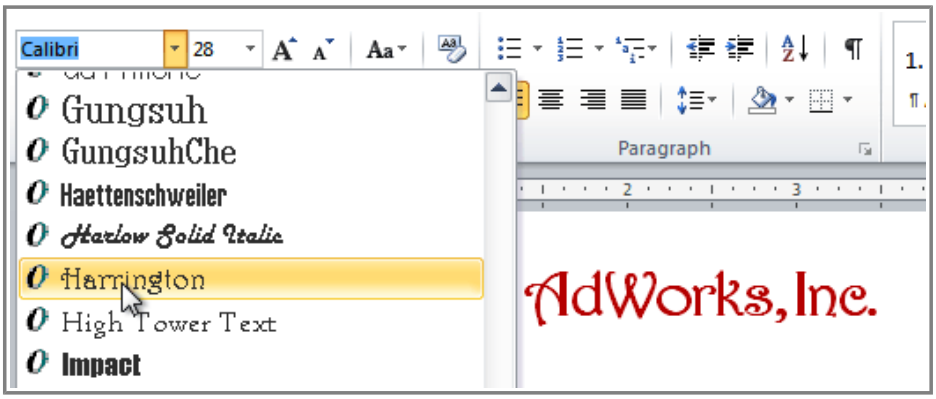
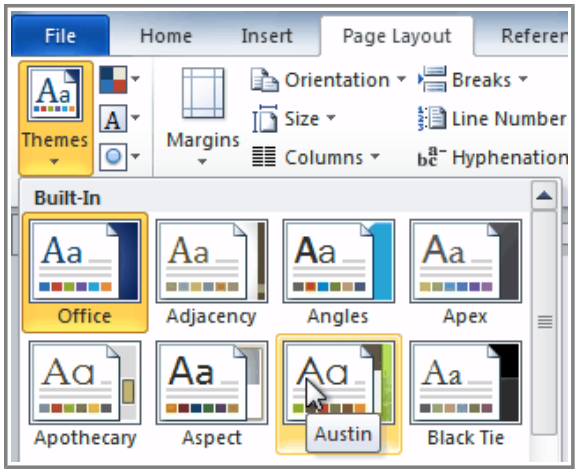


Selecting a non-theme font

If you're using built-in **styles**, you may notice that the fonts for those styles change when you select a different theme. That's 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.



Selecting a Theme

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

Customizing a Theme

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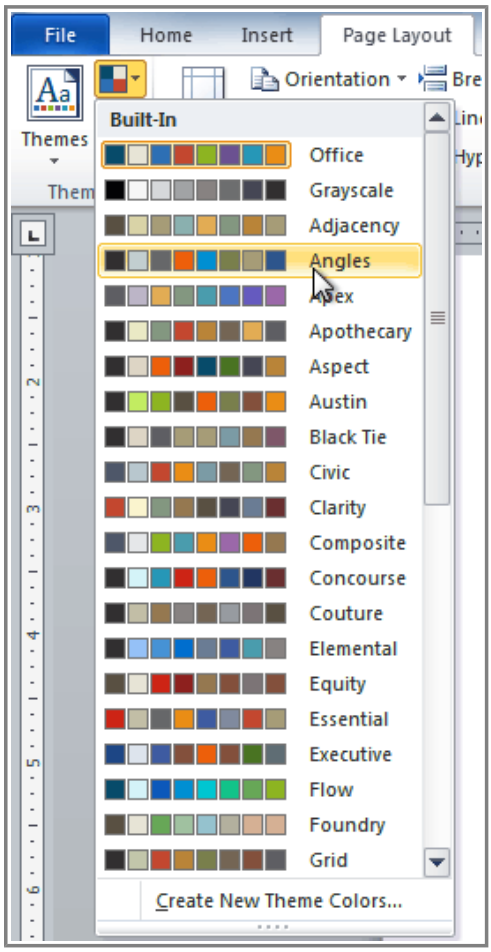
Suppose you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. That's not a problem: You can mix and match the **colors**, **fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **Theme Colors** and **Theme Fonts**.

To Change the Theme Colors:

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



Changing the Theme Colors

2. Hover the mouse over the different sets of **Theme Colors** to see a live preview.
3. Select the set of **Theme Colors** you desire, 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 the Theme Fonts:

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

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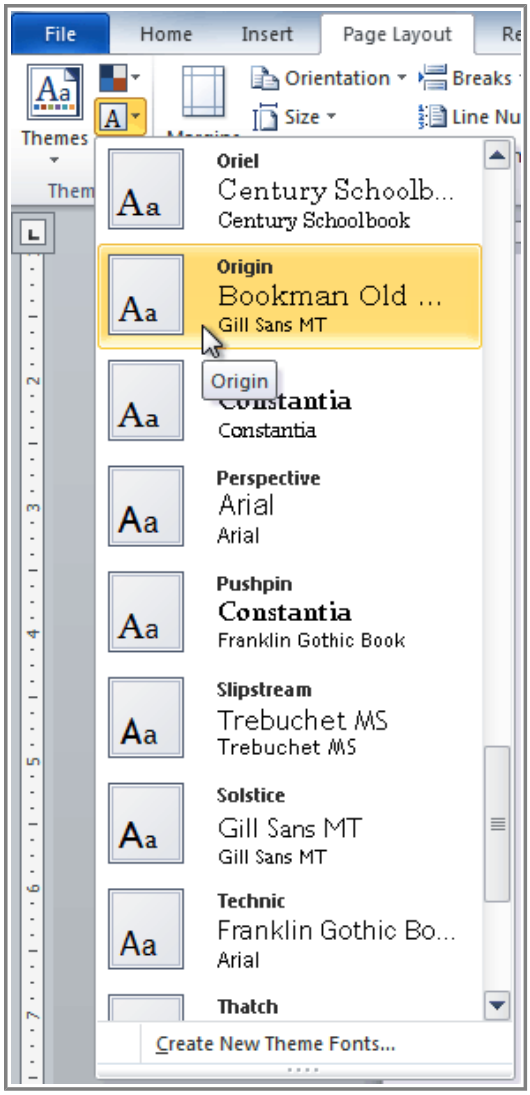

Changing the Theme Fonts

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

To Change the Theme Effects:

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

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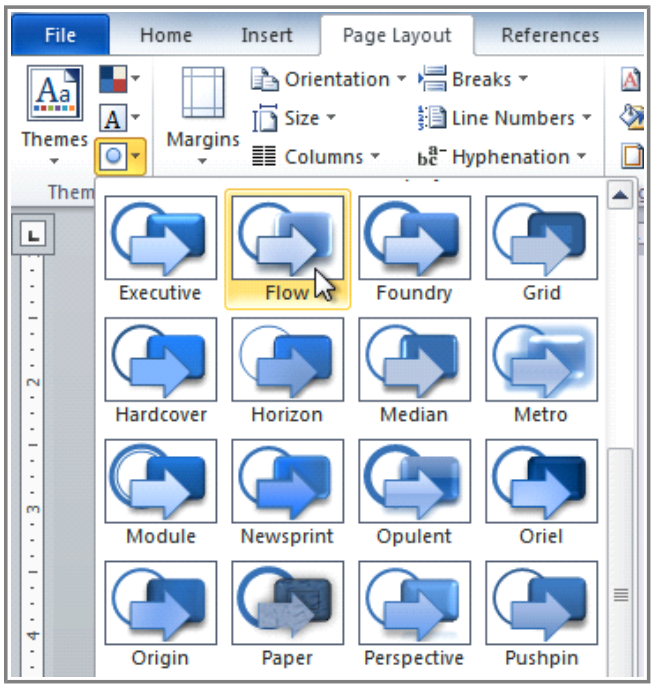

Changing the Theme Effects

2. Hover the mouse over the different sets of **Theme Effects** to see a live preview.
3. Select the set of **Theme Effects** you desire.

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 that you like, you may want to save the theme so that you can use it in other documents.

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

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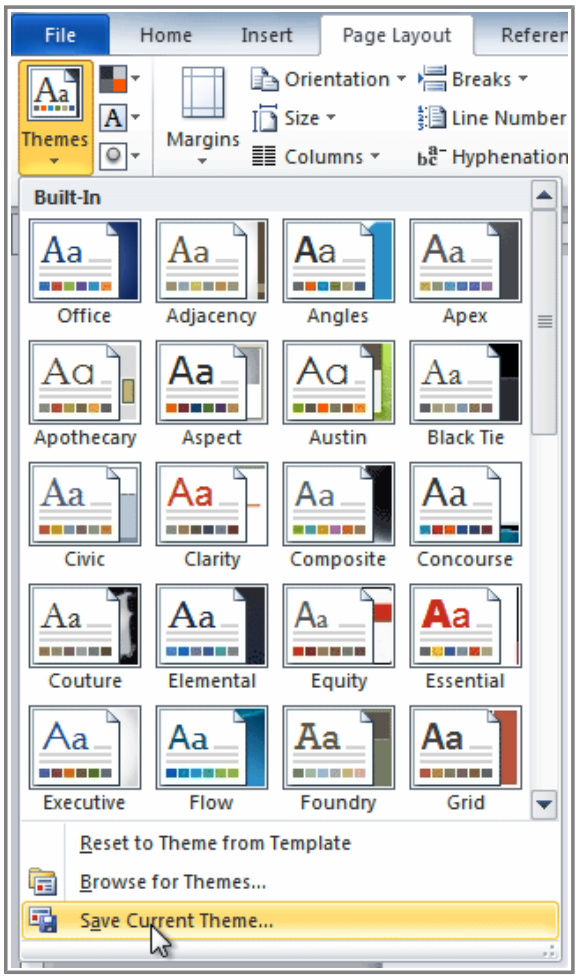

Saving the current Theme

2. Select **Save Current Theme**.

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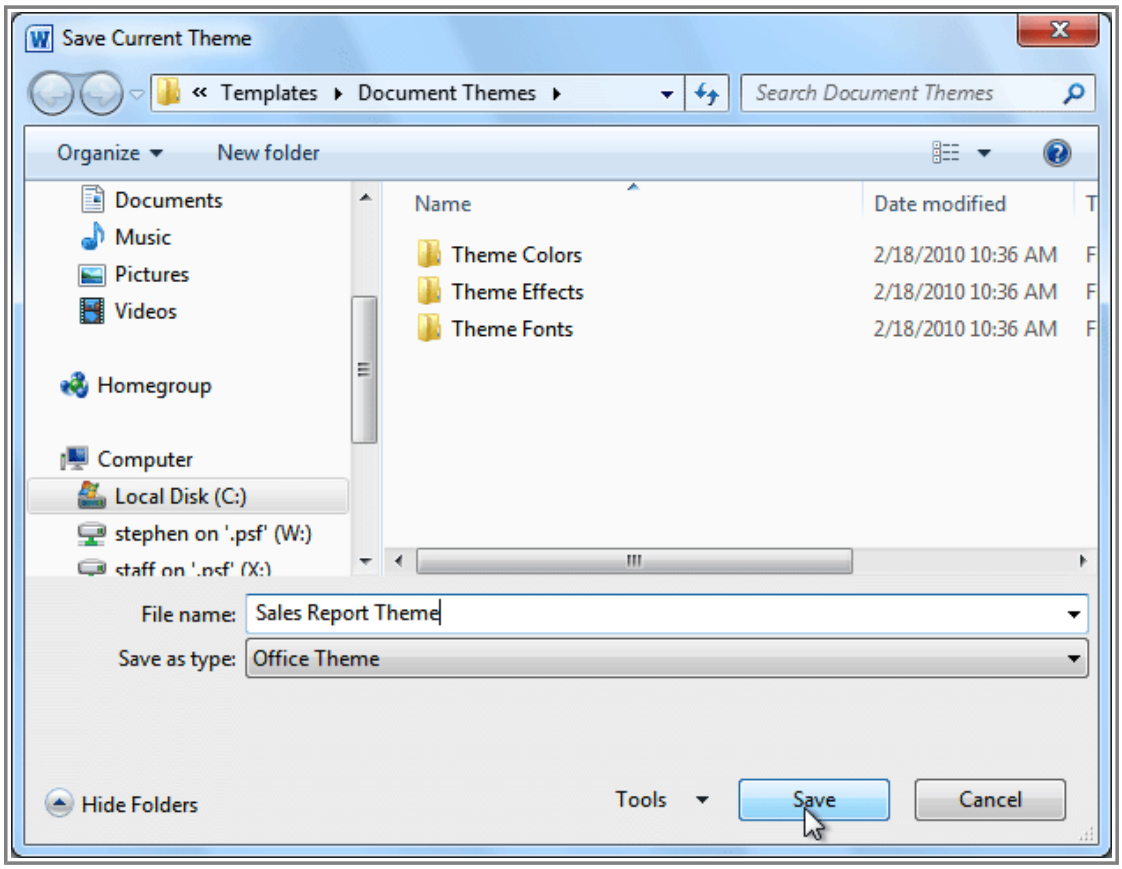

The Save dialog box

3. Type a **file name** for your theme and the 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**.

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