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** allow 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**.

To Select a Style:

1. Select the text that you want to format.
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 desire. Now 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 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.

![Selecting a Style Set](image)

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

![Elegant Style Set](image)
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](image)

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

A theme is a set of colors, fonts and effects that determine 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
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 Fonts** (available from the Font menu)
**Shape Styles** (available in the Format tab when you click on 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 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 couple of clicks, and it will usually still look good.

![Oriel Theme](image1)

![Tradeshow Theme](image2)

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

**Customizing a Theme**
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](image)

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 that 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.
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.
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.
2. Select **Save Current Theme**.
3. Type a **file name** for your theme and 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**.