CHAPTER 10   THEMES

INFOCUS

Themes let you create professional-looking documents with a coordinated set of colours, fonts and backgrounds. And you are not limited to the selection made by the designers at Microsoft – you can even mix and match colours and fonts from different themes, or design your own.

In this session you will:

- ✓ gain an understanding of themes
- ✓ learn how to apply a theme to your document
- ✓ learn how to modify theme colours
- ✓ learn how to modify theme fonts
- ✓ learn how to create a custom theme
- ✓ learn how to install a custom theme
- ✓ learn how to apply a theme to a template
- ✓ learn how to reset the applied theme.

UNDERSTANDING THEMES

One of the major design aims of Word 2010 is to provide users with simple tools for creating professional, high-quality documents. ***Themes*** will help you do this. With a single mouse click, you can select a theme that will apply the work of professional designers to your document. What's more, you can use the same theme in other Office applications, like PowerPoint.

What Is A Theme?

A ***theme*** is a coordinated set of colours, styles and effects that enable you to create well-designed and professional-looking documents in just a single click! Each theme includes a set of theme ***colours***, theme ***fonts*** (such as heading styles and body text fonts) and theme ***effects*** (which apply a pre-chosen set of line, fill and special effects to your inserted charts, SmartArt graphics, shapes and pictures).

Every document has an underlying theme. For example, a new blank document has the ***Office*** theme applied to it by default. This means that every element of your new document—be it the text you insert or a style you apply to an inserted table or picture—is controlled by a theme.

Word 2010 includes 40 in-built themes in the Themes gallery. But, if you need more you can modify existing themes to create new ones or download additional themes from Microsoft Office Online.
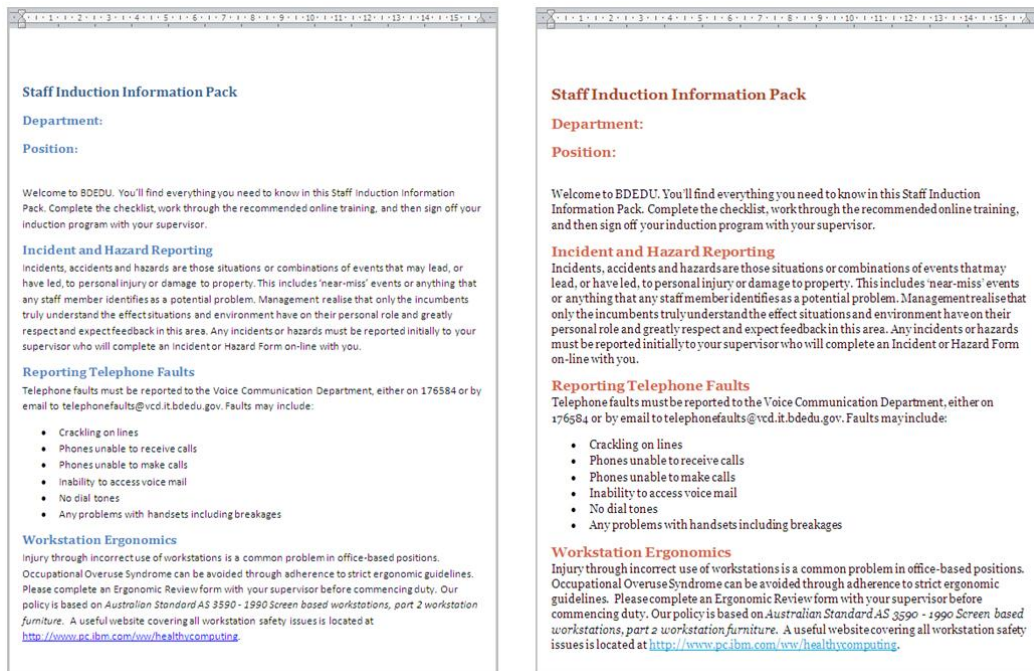
In just three clicks, this document has been reformatted by applying a theme

Why Use Themes?

There are several advantages to using themes.

- Instead of spending copious amounts of time formatting every aspect of your document, such as styles, page layout, formatting and the rest, graphic designers have done the work for you. By choosing a theme, you can create professional, high-quality documents with a coordinated set of colours, fonts and backgrounds.

- The 40 built-in themes are also available in other Office applications like Excel and PowerPoint. This means that you can maintain a consistent look, if desired, across all of your organisational documents. For example, you can create your annual report with a similar design to your brochures, your monthly newsletters, your year-end financials, your presentation to the Board, and your website.

- Themes can be applied to Word's range of in-built templates.

APPLYING A THEME

Microsoft Word 2010 provides 40 built-in themes which are available in the *Themes* gallery. Each theme has been carefully designed so that the fonts, styles, colours and formatting complement each other to create professional-looking and well-designed documents. Themes can be applied to an existing document in just a couple of clicks!

Try This Yourself:

Open File

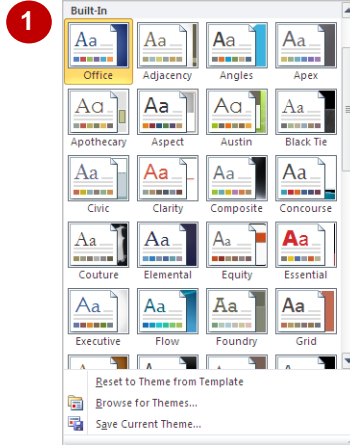*Before starting this exercise you MUST open the file W811 Themes_1.docx...*

1. Click on the *Page Layout* tab, then click on *Themes* in the *Themes* group to display the *Themes* gallery

   The default Office theme is applied to the current document – notice that it is highlighted in orange. Another way to see which theme is applied is to hover over the Theme tool and its name will appear in the tooltip...

2. Point to the various themes to see them applied temporarily to the document in *Live Preview*

3. Click on *Foundry* to apply this theme to the document, then scroll through the document to see how the theme has been applied to the various elements in the document

4. Save the document
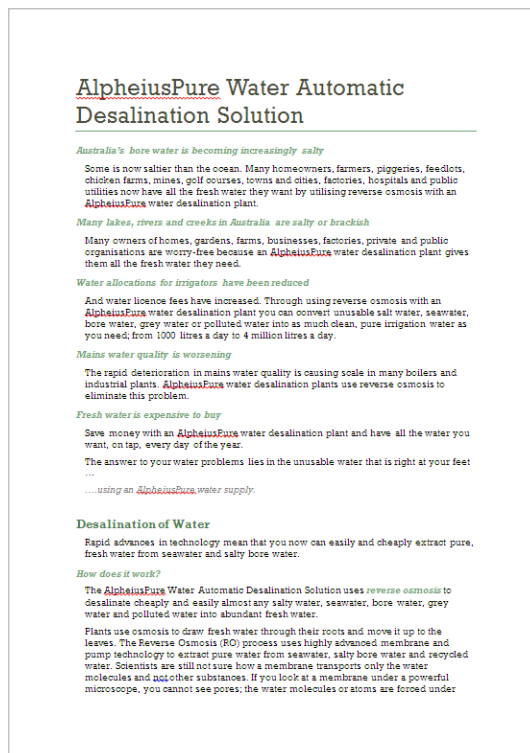
For Your Reference…

To *apply* a *theme* to a document:

1. Click on the *Page Layout* tab
2. Click on *Themes* in the *Themes* group to display the *Themes* gallery
3. Click on the desired theme

Handy to Know…

- You can apply a theme to a document that is applied to another document or file. To do this, click on the *Page Layout* tab, then click on *Themes* and select **Browse for Themes**. Navigate to the file, select it and click on **[Open]**. The theme applied to that file will also be applied to the current document.

MODIFYING THEME COLOURS

For each theme, designers have selected 12 colours that complement each other. These include light-coloured text with a dark background (and vice versa), six *accent* colours for charts, tables and other inserted objects, plus two colours for hyperlinks. Once you've applied a theme, you can easily apply a different colour scheme to the current theme.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W811 Themes_2.docx...

1. Click on the **Page Layout** tab, then click on **Colours** 📋 in the **Themes** group to display the **Theme Colours** gallery

   Currently, the Foundry colour scheme is applied to the document...

2. Point to the various theme colour options to see them applied temporarily to the document in **Live Preview**

3. Click on **Flow** to apply this colour scheme to the document

   Even though the Foundry theme is still applied to the document, the Flow colour scheme has also been applied and overrides the Foundry colour scheme. Now the headings, line, tables and stars are all a nice blue colour, which is appropriate since this document is about water…

4. Save the document

1

Built-In

	Office
	Grayscale
	Adjacency
	Angles
	Apex
	Apothecary
	Aspect
	Austin
	Black Tie
	Civic
	Clarity
	Composite
	Concourse
	Couture
	Elemental
	Equity
	Essential
	Executive
	Flow
	Foundry
	Grid
	Hardcover

Create New Theme Colors...

3

How Much Will It Cost To Use Our Unit?

Low-salinity water

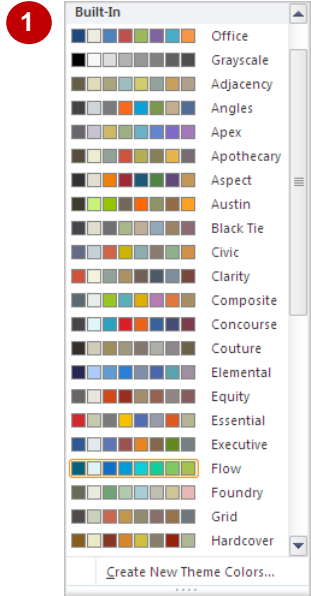| Litres/Day	1K	2K	4K	8K	10K	20K	25K	40K	60K	80K	100K	1M
Litres/Hr	42	83	167	333	417	833	1042	1667	2500	3333	4167	41667
Power kWh	0.25	0.37	0.75	0.75	0.75	2.2	2.2	3	5.5	7	17	80
Litres/kWh	167	225	222	444	556	379	473	556	455	476	245	521
Cost/1000 Litres $	0.74	0.55	0.56	0.28	0.22	0.33	0.26	0.22	0.27	0.26	0.51	0.24

For Your Reference…

To *modify theme colours*:

1. Click on the **Page Layout** tab
2. Click on **Colours** 📋 in the **Themes** group
3. Click on the desired theme colour option

Handy to Know…

- To create and save custom colour schemes to the **Themes Colour** gallery, click on **Colours** in the **Themes** group on the **Page Layout** tab and select **Create New Theme Colours**. Select the range of desired colours in the **Create New Theme Colours** dialog box, type a **Name** and click on **[Save]**.

MODIFYING THEME FONTS

Professional designers at Microsoft have spent time working out which groups of fonts work well together and have saved these in the *Theme Fonts* gallery. If you want to change the fonts used in your document, a quick method for this is to select a theme font. Using *Live Preview*, you can see at a glance which theme fonts work best for your document.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file W811 Themes_3.docx...*

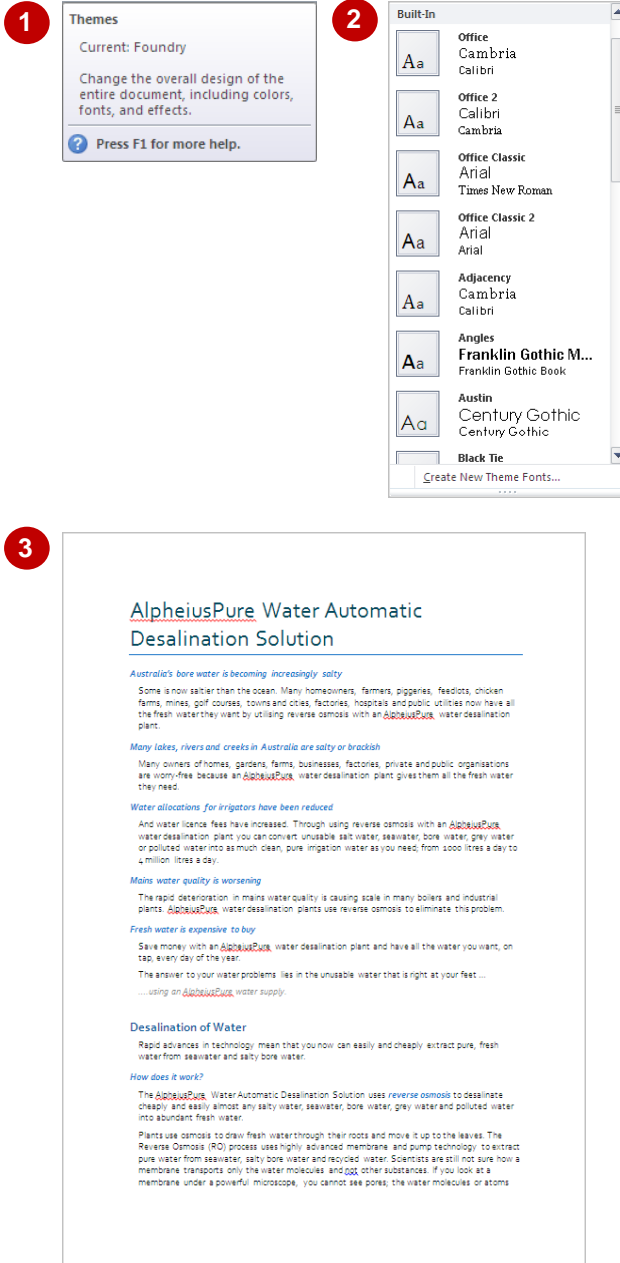1. Click on the *Page Layout*, then hover over *Fonts* [A▾] in the *Themes* group to display a tooltip

   The Foundry theme font scheme is currently applied to the document, while both the heading and body text are formatted with the Rockwell font...

2. Click on *Fonts* [A▾] to display the *Theme Fonts* gallery, then point to the various theme fonts options to see them applied temporarily to the document in *Live Preview*

3. Click on *Module* to apply this font scheme to the document

   Now the typeface for the headings, text and table entries have changed to the font Corbel…

4. Save the document

1

Themes
Current: Foundry
Change the overall design of the entire document, including colors, fonts, and effects.
❓ Press F1 for more help.

2

Built-In
Office — Cambria / Calibri
Office 2 — Calibri / Cambria
Office Classic — Arial / Times New Roman
Office Classic 2 — Arial / Arial
Adjacency — Cambria / Calibri
Angles — Franklin Gothic M... / Franklin Gothic Book
Austin — Century Gothic / Century Gothic
Black Tie
Create New Theme Fonts...

3

AlpheiusPure Water Automatic Desalination Solution

Australia's bore water is becoming increasingly salty

Some is now saltier than the ocean. Many homeowners, farmers, piggeries, feedlots, chicken farms, mines, golf courses, towns and cities, factories, hospitals and public utilities now have all the fresh water they want by utilising reverse osmosis with an AlpheiusPure water desalination plant.

Many lakes, rivers and creeks in Australia are salty or brackish

Many owners of homes, gardens, farms, businesses, factories, private and public organisations are worry-free because an AlpheiusPure water desalination plant gives them all the fresh water they need.

Water allocations for irrigators have been reduced

And water licence fees have increased. Through using reverse osmosis with an AlpheiusPure water desalination plant you can convert unusable salt water, seawater, bore water, grey water or polluted water into as much clean, pure irrigation water as you need, from 1000 litres a day to 4 million litres a day.

Mains water quality is worsening

The rapid deterioration in mains water quality is causing scale in many boilers and industrial plants. AlpheiusPure water desalination plants use reverse osmosis to eliminate this problem.

Fresh water is expensive to buy

Save money with an AlpheiusPure water desalination plant and have all the water you want, on tap, every day of the year.

The answer to your water problems lies in the unusable water that is right at your feet …

...using an AlpheiusPure water supply.

Desalination of Water

Rapid advances in technology mean that you now can easily and cheaply extract pure, fresh water from seawater and salty bore water.

How does it work?

The AlpheiusPure Water Automatic Desalination Solution uses *reverse osmosis* to desalinate cheaply and easily almost any salty water, seawater, bore water, grey water and polluted water into abundant fresh water.

Plants use osmosis to draw fresh water through their roots and move it up to the leaves. The Reverse Osmosis (RO) process uses highly advanced membrane and pump technology to extract pure water from seawater, salty bore water and recycled water. Scientists are still not sure how a membrane transports only the water molecules and not other substances. If you look at a membrane under a powerful microscope, you cannot see pores; the water molecules or atoms

For Your Reference…

To *modify theme fonts*:
1. Click on the *Page Layout* tab
2. Click on *Fonts* [A▾] in the *Themes* group
3. Click on the desired font scheme

Handy to Know…

- To create and save a custom font set to the *Theme Fonts* gallery, click on *Fonts* in the *Themes* group on the *Page Layout* tab and select **Create New Theme Fonts**. Select the desired heading and body text fonts, type a *Name* and click on **[Save]**.

SAVING A CUSTOM THEME

As well as applying and modifying existing themes, you can create your own! This is particularly useful where you want to create a theme for a particular purpose, such as applying corporate colours. You can modify an existing theme and then save it to the *Themes* gallery. In this exercise you will save the currently-applied theme to demonstrate saving a custom theme.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W811 Themes_4.docx...

1. Click on the *Page Layout* tab, then click on *Themes* in the *Themes* group to display the *Themes* gallery

2. Click on **Save Current Theme** to open the *Save Current Theme* dialog box

   The Document Themes folder will open by default...

3. Type **My Theme** in *File name*, then click on **[Save]** to create the new theme, *My Theme.thmx*

4. Display the *Themes* gallery

   Your new theme will now be listed at the top of the gallery. It should also be highlighted because it has been applied to the document…

5. Save the document
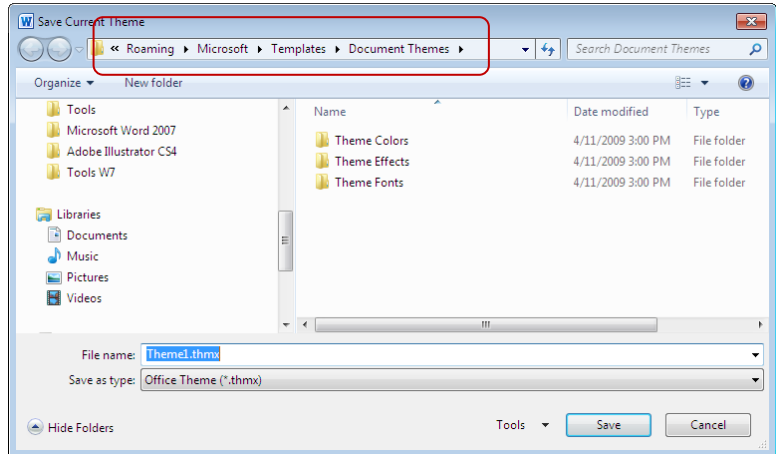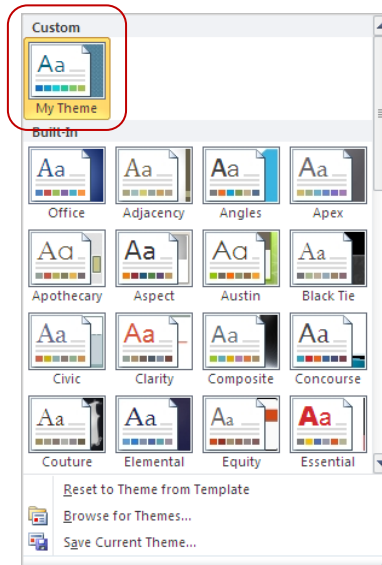
For Your Reference…

To *create* a *custom theme*:

1. Select the desired *Theme Colours* and *Theme Fonts* in the *Themes* group on the *Page Layout* tab
2. Click on *Themes* , select **Save Current Theme**, type the *File name*, then click on **[Save]**

Handy to Know…

- You must save themes to the default *Document Themes* folder if you want them to appear at the top of the *Themes* gallery under *Custom*.

DOWNLOADING AND INSTALLING A THEME

As well as the 40 themes available in Microsoft Office, Microsoft has hundreds more for you to choose from! You can download and install themes from *Office.com*. Once you have downloaded and installed a theme, the theme is then added to the *Custom* themes section at the top of the *Themes* gallery.

Try This Yourself:

Same File
Continue using the previous file with this exercise, or open the file W811 Themes_5.docx...

1 Open *Internet Explorer* and type **www.office.com** in the *Address bar* and press Enter to display *Office Online*

2 Click on *Office Themes* under *Templates*

3 Scroll down and click on *Butterfly* to select this theme

You will be taken to another window…

4 Click on **[Download]**

A download window will appear and then the Save As dialog box will be displayed. Note that you will need to save each theme element in its respective folder…

5 Click on **[Save]** to save the theme colours in the *Theme Colours* folder

6 Click on **[Save]** 3 more times to save the theme in the *Theme Fonts*, *Theme Effects* and *Document Themes* folders

The Theme Help window will now be displayed, providing information about the theme…

7 Close the *Theme Help* window and then close the download window

8 Display the *Themes* gallery

The new theme will now appear in the Themes gallery

2

4
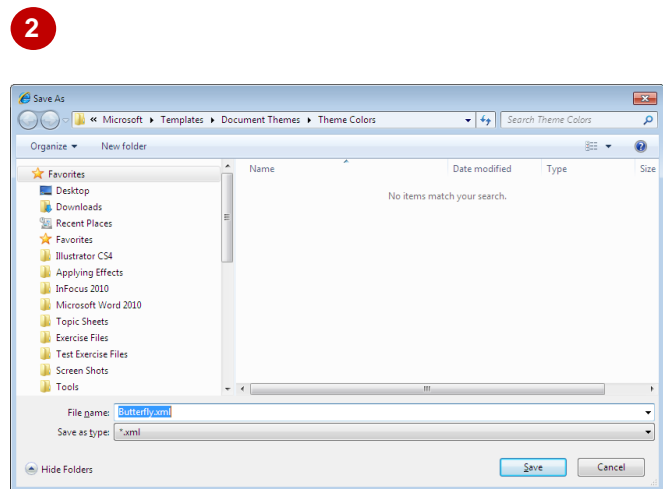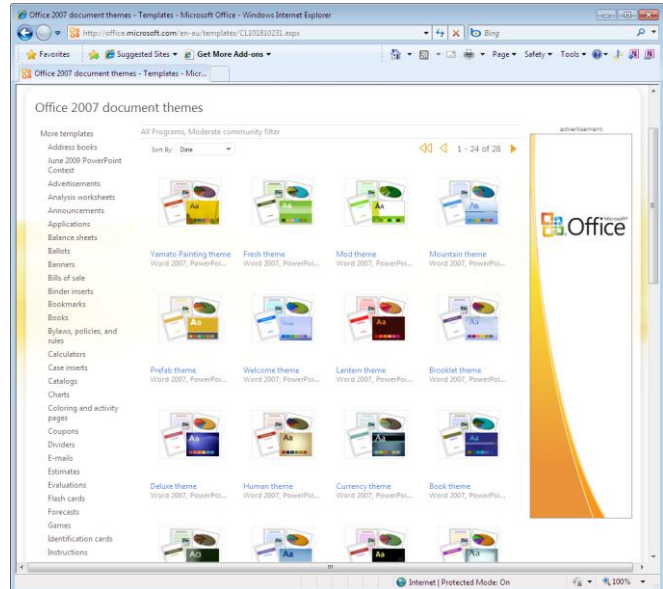
For Your Reference…

To *download* a *theme*:

1. Go to www.office.com
2. Click on *Office Themes* under *Templates*
3. Browse and select a template, then click on **[Download]**
4. Follow the prompts to download and install the theme in the *Document Themes* folder

Handy to Know…

- Any themes downloaded from *Office.com* can be used across all Microsoft Office products where applicable. This helps to ensure that your documents are consistent no matter which program they were created in.

APPLYING A THEME TO A TEMPLATE

Word 2010 includes sample templates that will coordinate with Office themes. So, as well as applying themes to your business documents, you can apply themes to Word's range of sample templates. You can also modify the theme and then save the modified template *as a template* or use it as a document.

Try This Yourself:

Open File
Before starting this exercise ensure Word is open...

1. Click on the **File** tab, click on **New** then click on **Sample Templates** to display the range of built-in templates

2. Scroll down and click on **Executive Newsletter** to select it, then click on **[Create]**

   The template will open as a new document…

3. Click on the **Page Layout** tab, then click on **Themes** in the **Themes** group to display the **Themes** gallery

4. Point to different themes to see them applied in **Live Preview**

5. Click on a theme that you like to apply it to the document

   In our example we have applied the Aspect theme to the document…

6. Close the document without saving

   At this point you could save the document as a document or as a template for future use

2

[Newsletter Title]

5

[Newsletter Title]

For Your Reference…

To apply a theme to a template:

1. Click on the **File** tab, click on **New** and then click on **Sample Templates**
2. Click on a template and click on **[Create]**
3. Display the **Themes** gallery and click on a theme to apply

Handy to Know…

- If the range of built-in sample templates and themes is not enough to satisfy you, Microsoft provides hundreds more on Office Online. Go to www.office.com and then click on **Office Themes** or **All Templates**, browse for a theme or template, click on **[Download]** and then follow the prompts.

RESETTING A THEME

When you apply a theme to a document, the settings are applied instantly to all styled elements in your document. Because it's so easy, you can change themes as often as you like trying out different looks until your document seems just right. But, if you want to start afresh and return the document to its original appearance, you can reset the theme to its default theme.
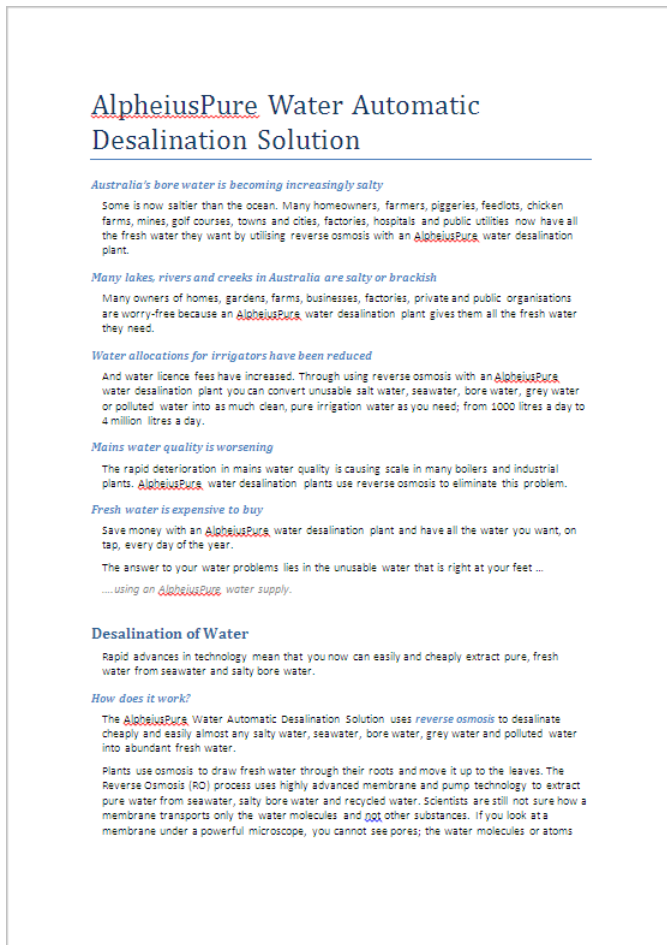
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W811 Themes_6.docx...

1 Click on the **Page Layout** tab, then hover over **Themes** [A], **Colours** and **Fonts** [A] in the **Themes** group to display tooltips for each

Each tooltip shows that various theme elements have been applied…

2 Click on **Themes** [A] in the **Themes** group to open the **Themes** gallery

3 Click on **Reset to Theme from Template** to reset the theme to the default theme

Let's check – it should have reset to the Office theme...

4 Hover over **Themes** [A], **Fonts** [A] and **Colours** in the **Theme** group to display the tooltips for each

The Office theme has now been applied to the document…

5 Save and close the document

Themes
Current: Foundry
Change the overall design of the entire document, including colors, fonts, and effects.
Press F1 for more help.

Theme Colors
Current: Flow
Change the colors for the current theme.
Press F1 for more help.

Theme Fonts
Current: Module
Heading: Corbel
Body: Corbel
Change the fonts for the current theme.
Press F1 for more help.

1

4

AlpheiusPure Water Automatic Desalination Solution

Australia's bore water is becoming increasingly salty

Some is now saltier than the ocean. Many homeowners, farmers, piggeries, feedlots, chicken farms, mines, golf courses, towns and cities, factories, hospitals and public utilities now have all the fresh water they want by utilising reverse osmosis with an AlpheiusPure water desalination plant.

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For Your Reference…

To *reset* the *applied theme*:

1. Click on the **Page Layout** tab
2. Click on **Themes** [A] in the **Themes** group
3. Click on **Reset to Theme from Template**

Handy to Know…

- You can only reset a document to the default template theme if you have altered at least one theme element (such as colour) since you opened the file. If you open a document and try to reset it without making a theme change, it won't reset.

NOTES: