

## Apply or customize a document theme

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You can quickly and easily format an entire document to give it a professional and modern look by applying a document **theme** (**theme**: A set of unified design elements that provides a look for your document by using color, fonts, and graphics.). A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

Programs such as Microsoft Office Word, Excel, and PowerPoint provide several predefined document themes, but you can also create your own by customizing an existing document theme, and then by saving it as a custom document theme. Document themes are shared across Office programs so that all of your Office documents can have the same, uniform look.

### What do you want to do?

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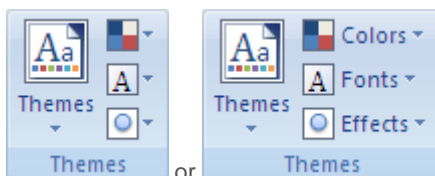
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## Apply a document theme

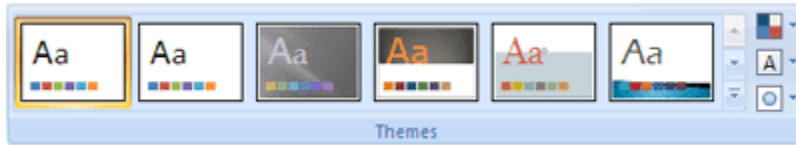
You can change the document theme that is applied by default in Office programs, such as Word, Excel, and PowerPoint, by selecting another predefined document theme or a custom document theme. Document themes that you apply immediately affect the **styles** (**style**: A combination of formatting characteristics, such as font, font size, and indentation, that you name and store as a set. When you apply a style, all of the formatting instructions in that style are applied at one time.) that you can use in your document.

1. Do one of the following:

- **In Word or Excel:** On the **Page Layout** tab, in the **Themes** group, click **Themes**.



- **In PowerPoint:** On the **Design** tab, in the **Themes** group, click the document theme that you want, or click **More**  to see all available document themes.



2. Do one of the following:

- To apply a predefined document theme, click the document theme that you want to use under **Built-In**.
- To apply a custom document theme, click the document theme that you want to use under **Custom**.

**NOTE** **Custom** is available only if you created one or more custom document themes. For more information about creating custom document themes, see [Customize a document theme](#).

3. If a document theme that you want to use is not listed, click **Browse for Themes** to find it on your computer or a network location.
4. To search for other document themes on Office Online, click **Search Office Online**.


**TIP** In PowerPoint, you can apply a document theme to all slides, to selected slides only, or to the master slide. Right-click the document theme, and then click the option that you want.

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## Customize a document theme

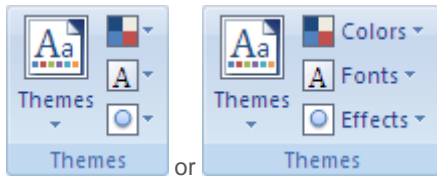
To customize a document theme, you start by changing the colors, the fonts, or the line and fill effects that are used. Changes that you make to one or more of these theme components immediately affect the styles that you have applied in the active document. If you want to apply these changes to new documents, you can [save them as a custom document theme](#).

### Customize the theme colors

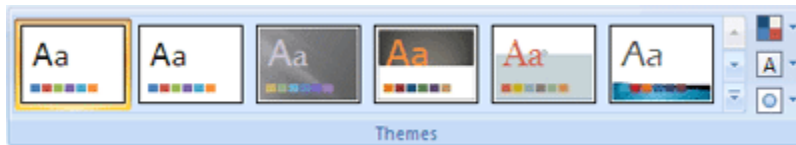
Theme colors contain four text and background colors, six accent colors, and two hyperlink colors. The colors in the **Theme Colors** button  represent the current text and background colors. The set of colors that you see next to the **Theme Colors** name after you click the **Theme Colors** button represent the accent and hyperlink colors for that theme. When you change any of these colors to create your own set of theme colors, the colors that are shown in the **Theme Colors** button and next to the **Theme Colors** name will change accordingly.

1. Do one of the following:

- **In Word or Excel:** On the **Page Layout** tab, in the **Themes** group, click **Theme Colors**.



- **In PowerPoint:** On the **Design** tab, in the **Themes** group, click **Theme Colors**.




2. Click **Create New Theme Colors**.
3. Under **Theme colors**, click the button of the theme color element that you want to change.
4. Under **Theme Colors**, select the colors that you want to use.

**TIP** Under **Sample**, you can see the effect of the changes that you make. To see how the colors that you select affect styles that you have applied in your document, click **Preview**.

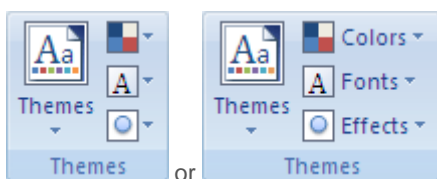
5. Repeat step 3 and 4 for all of the theme color elements that you want to change.
6. In the **Name** box, type an appropriate name for the new theme colors.
7. Click **Save**.

**TIP** To return all theme color elements to their original theme colors, you can click **Reset** before you click **Save**.

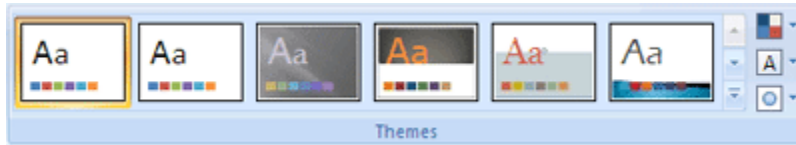
## Customize the theme fonts

Theme fonts contain a heading font and a body text font. When you click the **Theme Fonts** button , you can see the name of the heading font and body text font that is used for each theme font below the **Theme Fonts** name. You can change both of these fonts to create your own set of theme fonts.

1. Do one of the following:
  - **In Word or Excel:** On the **Page Layout** tab, in the **Themes** group, click **Theme Fonts**.



- **In PowerPoint:** On the **Design** tab, in the **Themes** group, click **Theme Fonts**.



2. Click **Create New Theme Fonts**.
3. In the **Heading font** and **Body font** boxes, select the fonts that you want to use.

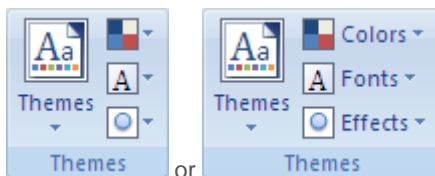
**TIP** The sample is updated with the fonts that you select.

4. In the **Name** box, type an appropriate name for the new theme fonts.
5. Click **Save**.

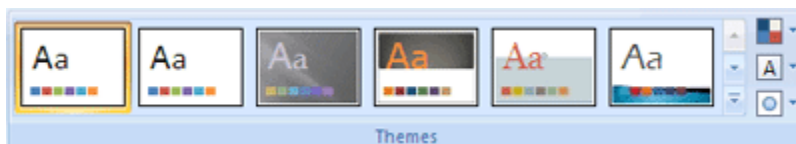
## Select a set of theme effects

Theme effects are sets of lines and fill effects. When you click the **Theme Effects** button , you can see the lines and fill effects that are used for each set of theme effects in the graphic that is displayed with the **Theme Effects** name. Although you cannot create your own set of theme effects, you can choose the one that you want to use in your own document theme.

1. Do one of the following:
  - **In Word or Excel:** On the **Page Layout** tab, in the **Themes** group, click **Theme Effects**.



- **In PowerPoint:** On the **Design** tab, in the **Themes** group, click **Theme Effects**.



- Select the effect that you want to use.

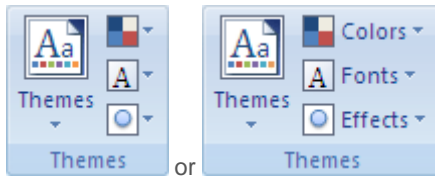
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## Save a document theme

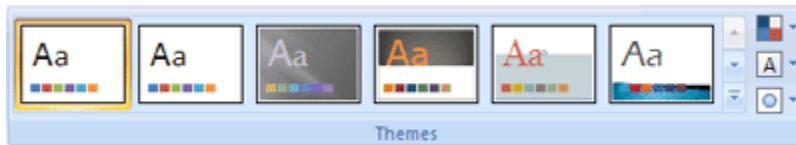
Any changes that you make to the colors, the fonts, or the line and fill effects of a document theme can be saved as a custom document theme that you can apply to other documents.

1. Do one of the following:

- **In Word or Excel:** On the **Page Layout** tab, in the **Themes** group, click **Themes**.



- **In PowerPoint:** On the **Design** tab, in the **Themes** group, click **More**.



2. Click **Save Current Theme**.
3. In the **File Name** box, type an appropriate name for the theme.

**NOTE** A custom document theme is saved in the Document Themes folder and is automatically added to the list of custom themes.

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