Module 34: Use Themes

34.1 Use Themes

It is possible to change the colour themes for the formatting options in Excel to create a personalised look to your workbook.

You can change the theme to predetermined colour and font themes by going to the Page Layout tab and clicking the Themes button. Samples of fonts and colours will appear, and you can choose the one that you like most. To choose a standard colour theme, go to the Page Layout tab in Excel, and a list and sample of colour themes will show up. Click on the one you desire and it will be applied to the document.

You can also create your own colour theme by clicking the Customize Colors button in the list.

You can also change theme fonts by going to the Page Layout Tab, then to fonts, and you can choose from the predetermined font themes or customise one. Under the Fonts button in the Page Layout tab you can also change effects. These include shadows, lines, fills, and others.

To change a theme, you simply need to pick a different theme from the Themes menu. After you have determined your theme, you can save it so that it shows up in the themes list for later use. To do this, just make sure you have the theme you would like, click on the Themes button in the Page Layout Tab and click on Save Current Theme. Enter a name for the theme in the file box and click Save.

34.2 Video Instruction

Use Themes in Excel – 1m 08s

34.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise using Themes in Excel using the video above as a reference.

Download Worksheet

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