

## Topic 27:- How to use Themes

Themes in Excel provide a quick and easy way to apply consistent formatting and styles to your entire workbook, including fonts, colors, and effects. Excel comes with several built-in themes, and you can customize them to suit your needs. Here's how to use themes in Excel:

### Applying a Theme:

- 1. Open Your Excel Workbook:** Launch Excel and open the workbook you want to apply a theme to.
- 2. Go to the "Page Layout" Tab:** In the Excel ribbon, navigate to the "Page Layout" tab. This tab is where you'll find the theme options.
- 3. Choose a Theme:**
  - In the "Themes" group, you'll see a gallery of available themes.
  - Hover your mouse over each theme to see a live preview of how it will affect your workbook.
- 4. Click on a Theme:**
  - To apply a theme, simply click on the theme you want to use.
  - Excel will instantly update the fonts, colors, and effects throughout your workbook based on the selected theme.

### Customizing Themes:

You can also customize themes in Excel to match your preferences or corporate branding. Here's how to do it:

- 1. Go to the "Page Layout" Tab:** Access the "Page Layout" tab in the Excel ribbon.
- 2. Click on the "Themes" Dropdown:** In the "Themes" group, click on the "Themes" dropdown arrow to expand the theme options.
- 3. Choose "Customize Current Theme":** At the bottom of the themes gallery, select "Customize Current Theme." This will open the "Theme Options" dialog box.
- 4. Customize Fonts, Colors, and Effects:**
  - In the "Theme Options" dialog box, you can customize various aspects of the theme.
  - To change the fonts, click on the "Fonts" dropdown and select a new font set.

- To modify the theme colors, click on the "Colors" dropdown and choose a different color scheme.
- To adjust the theme effects, click on the "Effects" dropdown and select a different effect style.

#### **5. Save Your Custom Theme:**

- If you want to save your customized theme for future use, click the "Save Current Theme" button at the bottom of the "Theme Options" dialog box.
- Give your theme a name and click "Save."

**6. Apply Your Custom Theme:** After customizing and saving your theme, you can apply it to your workbook by selecting it from the "Themes" dropdown in the "Page Layout" tab.

#### **Updating Existing Content:**

When you apply a theme to an existing workbook, Excel will update fonts, colors, and effects for new content you add. However, it won't automatically update existing content. To update existing content with the new theme, you may need to manually apply the theme's styles by selecting the cells, charts, or objects and then choosing the theme's formatting from the "Themes" dropdown.

Using themes in Excel is an efficient way to maintain a consistent and professional look across your workbooks. Whether you choose a built-in theme or customize one to your liking, themes can save you time and effort in formatting your Excel documents.