

CHAPTER 1

# THEMES

**INFOCUS**

**Themes** let you create professional-looking documents with a coordinated set of colours, fonts and backgrounds. One of the best things about using themes is that 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.

# UNDERSTANDING THEMES

One of the major design aims of Word is to provide users with simple tools for creating professional, high-quality documents. Using **Themes** you can quickly and easily create a

document that has been professionally designed to be aesthetically pleasing. What's more, you can use the same theme in other Office applications such as PowerPoint.

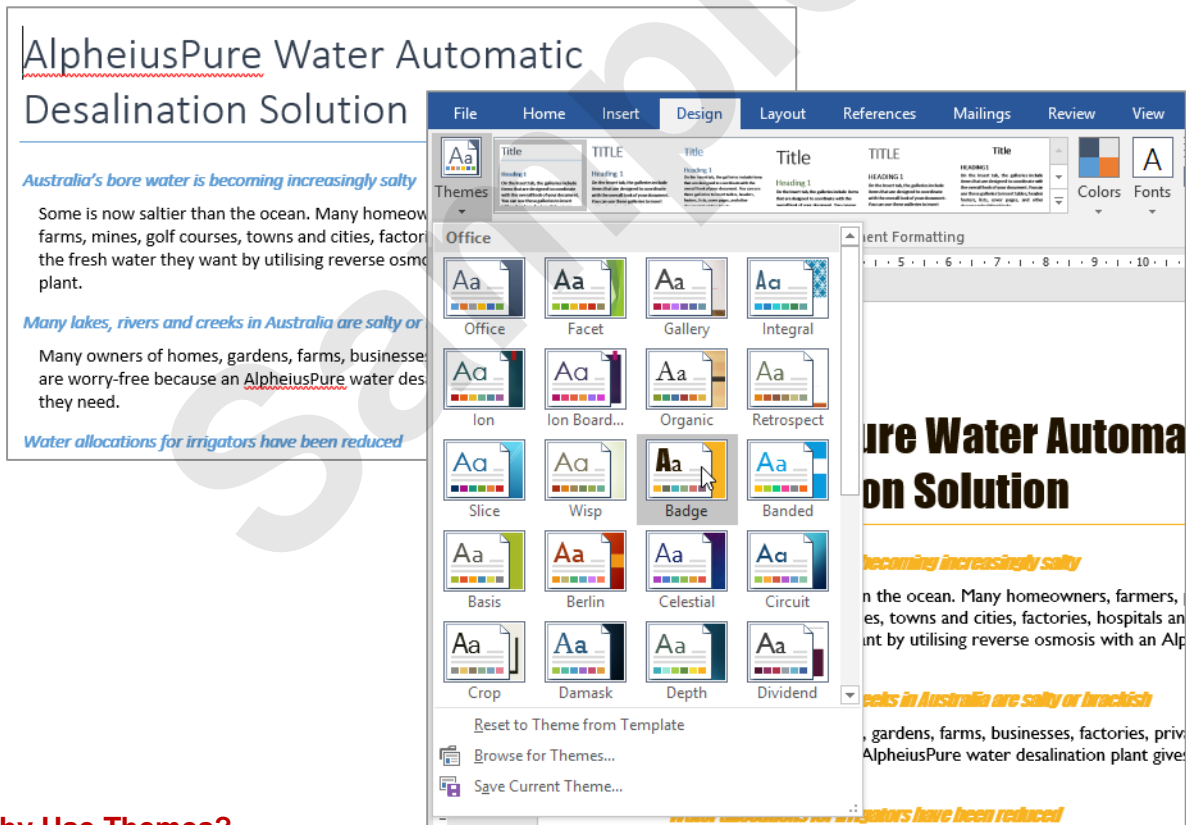
## What Is A Theme?

A **theme** is a coordinated set of colours, styles and effects that enable you to create well-designed and professional-looking documents quickly and easily! 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 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 includes many built-in themes in the **Themes** gallery. The **Themes** gallery can be accessed via the **Design** tab as shown below in the image on the right. If you need more themes you can modify existing themes to create new ones.

As you can see from the difference between the image to the left (pre theme) and the image to the right (post theme) – a theme can make a big difference to the look of your document.



## 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 built-in themes are also available in other Office applications like Excel and PowerPoint. This means 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, monthly newsletters, end-of-year financials, website and so on.
- Themes can be applied to Word's range of built-in templates.

# APPLYING A THEME

Word provides many built-in themes which are available in the **Themes** gallery. Each theme has been carefully designed so 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 quickly and easily!

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *Themes\_1.docx*...

**1**

Click on the **Design** tab, then click on **Themes** in the **Document Formatting** group, as shown, to display the **Themes** gallery

The default Office theme is applied to the current document. You can see which theme is applied by pointing to the Theme tool until a tooltip appears. The tooltip will include the theme that is currently applied to the document...

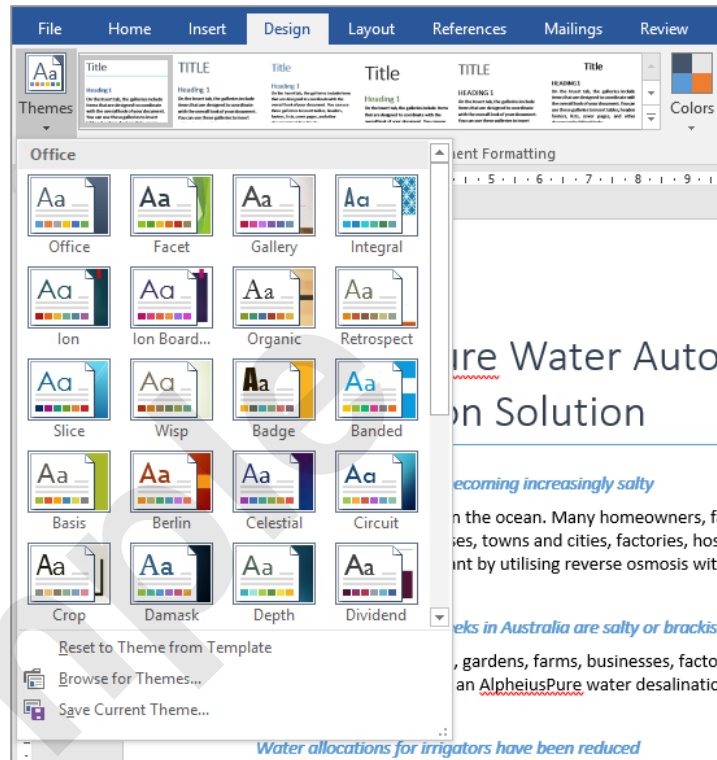
**2**

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

**3**

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

**1**



**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.

## For Your Reference...

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

1. Click on the **Design** tab
2. Click on **Themes** in the **Document Formatting** group to display the **Themes** gallery
3. Click on the desired theme

## Handy to Know...

- You can apply to the current document, the same theme that's applied to another document. To do this, click on the **Design** tab, then click on **Themes** and select **Browse for Themes**. Navigate to the file, select it and click on **[Open]**. The theme from that file will be applied to the current one.

# 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,

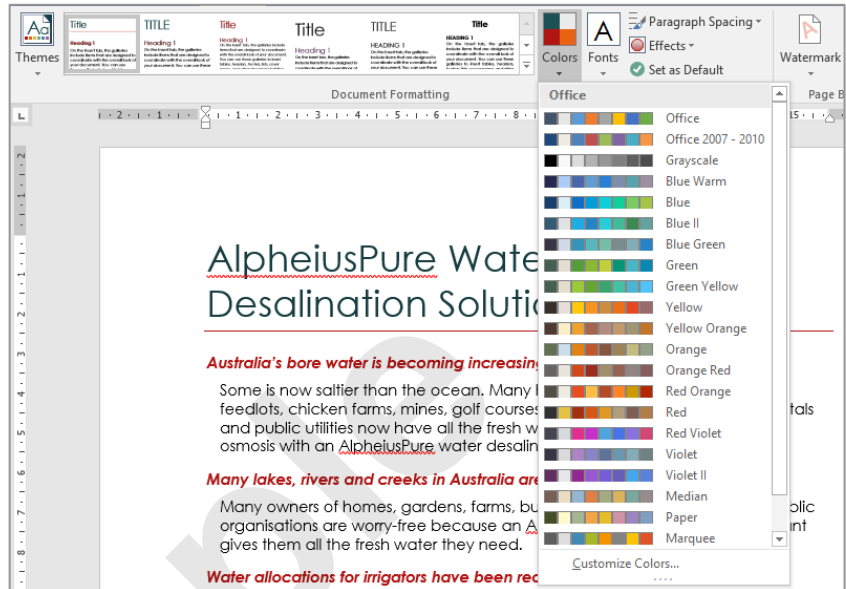
tables and other inserted objects, plus two colours for hyperlinks. Once you have applied a theme, you can easily apply a different colour scheme to the current theme.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Themes\_2.docx...*

- 1 Click on the **Design** tab, then click on **Colours** in the **Document Formatting** group to display the **Theme Colours** gallery
  - 2 Point to the various theme colour options to see them applied temporarily to the document in Live Preview
  - 3 Click on **Blue II** to apply this colour scheme to the document
- Even though the *Ion* theme is still applied to the document, the *Blue II* colour scheme is also applied and overrides the *Ion* colour scheme. Now the headings, lines, tables and stars are all a blue colour, which is appropriate since this document is about water



1

## 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.

3

## For Your Reference...

To **modify theme colours**:

1. Click on the **Design** tab
2. Click on **Colours** in the **Document Formatting** group
3. Click on the desired theme colour option

## Handy to Know...

- To create and save custom colour schemes in the **Themes Colour** gallery, click on **Colours** in the **Document Formatting** group and select **Customise Colours** to open the **Create New Theme Colours** dialog box, then select the range of desired colours, 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, simply select a different 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 *Themes\_3.docx...*

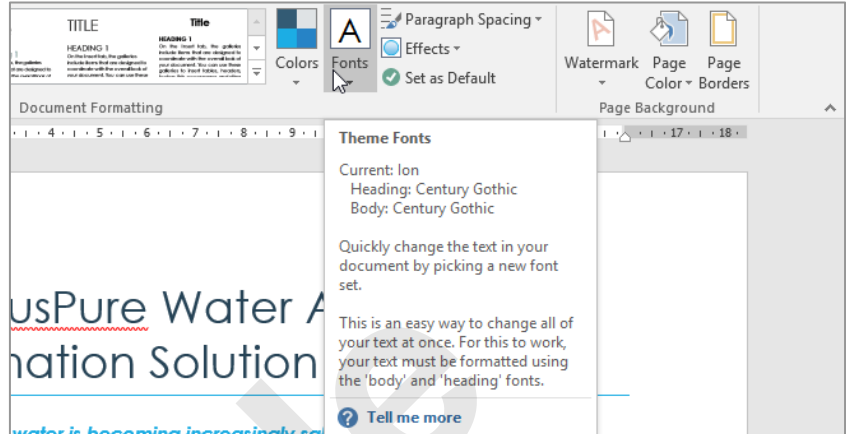
- 1 Click on the **Design** tab, then point to **Fonts** in the **Document Formatting** group to display the tooltip

*The Ion theme font scheme is currently applied to the document, while both the heading and body text are formatted with the Century Gothic font...*

- 2 Click on **Fonts** in the **Document Formatting** group to display the **Theme Fonts** gallery, then point to the various theme font options to see them applied temporarily to the document in Live Preview

- 3 Click on **Arial** to apply this font scheme to the document

*The typeface for the headings, text and table entries have changed to the Arial font*



1

### 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 **modify theme fonts**:

1. Click on the **Design** tab
2. Click on **Fonts** in the **Document Formatting** group
3. Click on the desired font

### Handy to Know...

- To create and save a custom font in the **Theme Fonts** gallery, click on **Fonts** in the **Document Formatting** group and select **Customise Fonts** to open the **Create New Theme Fonts** dialog box. Select the desired heading and body text fonts, type a **Name** and click on **[Save]**.

# CHALLENGE EXERCISE

## Themes

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**Tasks:****Completed:**

*Before starting this exercise you MUST have completed all of the topics in the chapter Themes...*

- 1 Open the document called **PE\_Themes.docx** (it can be found in the same folder as the student files)
- 2 Apply the **Celestial** theme to the document
- 3 Change the theme colour to **Blue Warm**
- 4 Change the theme font to **TrebuchetMs**  
*Your document should appear as shown in the sample on the next page...*
- 5 Use the **Save As** command to save the document as **PE\_Themes (Completed).docx**

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**Files required for exercise:**

*PE\_Themes.docx*

**Files/work created by student:**

*PE\_Themes (Completed).docx*

**Exercise Completed:**

# CHALLENGE EXERCISE SAMPLE

## Themes

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### Polar Animals

#### How Do They Keep Warm?

##### *How can animals survive the harsh polar weather?*

**THE POLAR REGIONS** are the coldest places on earth, yet some creatures live there all year round. Snow and ice cover the land and sea for most or all of the year. Summers are brief and cool, with long hours of daylight. Winters are long, dark and bitterly cold. In the Arctic, mammals such as the wolf and Arctic fox have a layer of body fat and a thick coat of fur to keep them warm. The fur traps air next to the animal's skin, which helps to prevent body heat from escaping.

##### *How do Arctic foxes keep their noses warm at night?*

**THE ARCTIC FOX** has a bushy tail up to 40 cm (16 in) long - over half its body length. When the fox is sleeping, it curls its tail around its body to cover its head and nose. The tail acts as a muff to keep the animal snug in biting winds.

##### *Which polar animal has the longest hair?*

**MUSK OXEN ARE** large beasts related to sheep and goats. Their thick coats contain two different kinds of hair. The shaggy outer layer includes hairs up to 1 m (3 feet) long. The dense, short, woolly fur beneath gives extra warmth.

##### *Which animal has ears adapted to keep it warm?*

**IN HOT PLACES** such as deserts, hares have very long ears which give off body heat to keep the animal cool. In the far north, Arctic hares have much shorter ears which release less heat, while still giving excellent hearing.

##### *How do birds keep warm in the Polar Regions?*

**BIRDS THAT LIVE** in the Arctic and the Antarctic all year round have a dense coat of feathers. Waterproof outer feathers protect the bird against the cold and wet. Underneath, soft, fluffy down feathers help retain body heat.

##### *How do seals keep warm in icy water?*

**SEALS AND WALRUSES** are mammals that spend most of their lives in cold water. They have a thick layer of fat called blubber below their skin. This fatty layer keeps them warm and well-insulated in the water. Whales and polar bears also have blubber. Whale blubber can be up to 50 cm (20 in) thick.

##### *How do polar animals avoid frozen feet?*

**AN ANIMAL'S FEET** can be one of the coldest parts of its body, especially when, as in the Polar Regions, the feet touch the ice or frozen soil. Mammals such as polar bears and Arctic foxes have hair between their toes to prevent their paws from freezing. Some polar birds such as the ptarmigan, a type of grouse, have feathery feet for the same reason.

##### *Why don't polar animals need snow shoes?*

**BECAUSE THEIR FEET** act like snow shoes! The feet of Arctic animals, such as polar bears and reindeer, are broad compared to those of bears and deer from warmer regions. The broad base of the foot helps to spread the animal's weight over a wider area, so it does not sink into the snow.

**NOTES:**



A series of horizontal lines for taking notes, starting from the top right of the page and extending downwards. A large, light grey watermark reading "Sample" is oriented diagonally across the page.

## CHAPTER 2 STYLES

### INFocus

A **style** is a set of stored formatting attributes. By creating and using styles, you can apply the same formatting to text in different documents in just a single click, making it easy to produce documents with a consistent look and feel.

#### In this session you will:

- ✓ gain an understanding of character and paragraph styles
- ✓ learn how to apply styles to paragraphs
- ✓ learn how to apply character formatting to text
- ✓ learn how to create quick styles
- ✓ learn how to create paragraph styles
- ✓ learn how to create character styles.

# UNDERSTANDING STYLES

Using **styles** ensures a consistent and professional look and feel across your documents, and saves time in document production. A style is a set of stored formatting

attributes that can be applied to text in a single click. Rather than applying the same formatting to text throughout a document over and over, you can apply a style that contains the required formatting.

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## What Is A Style?

A **style** is a stored set of character and paragraph formatting attributes that can be applied to selected text. For example, you may want all of the department names mentioned in your document to appear in Garamond 16 point, bold. Rather than manually selecting each department name and applying the font style and size to each selection, you can create a style that contains the required formatting, save that style and then apply the style to the selected text.

As well as creating your own styles, Microsoft provides a large number of styles that you can use. To ensure some of the more common styles are accessible, Microsoft has grouped related **quick styles** into **quick style sets** and these are displayed in the **Quick Styles gallery** on the **Home** tab. A **quick style set** is a collection of main styles that may be needed for a document – such as different heading levels and emphasising styles – which have been carefully designed to work well together when used in the one document.

Using styles consistently provides two benefits. First, it ensures all similar items in a document are formatted in the same way. Second, if you need to change the appearance of a particular style, you can do so very easily, and everything formatted with that style will change immediately throughout the entire document.

## Paragraph Versus Character Styles

**Paragraph styles** control all characteristics of a paragraph such as alignment, spacing and all of the settings that are included in the **Paragraph** dialog box. Paragraph styles can also determine bullets and numbering, borders and shading, and tab settings.

Paragraph styles also define the default character formatting for all characters within the paragraph. For example, you might define a new paragraph style called **Note** that specifies left-aligned paragraphs with 12 point spacing before, and with Calibri 12 point, bold, red characters. All text in a paragraph formatted with the **Note** style will appear as specified unless you manually format the text or apply a different character style to the text.

**Character styles** are similar to paragraph styles except that they only specify character formatting such as font, font size and style, font colour and the other settings that are included in the **Font** dialog box. Because of this, character styles can only be applied to a single word rather than an entire paragraph.



# APPLYING PARAGRAPH STYLES

Word provides many built-in paragraph and character styles, known as **quick styles**. You can access any quick style via the **Styles** group on the **Home** tab. Each quick style is actually a

set of styles, called a **quick style set**. Each quick style set may include heading styles, bullet styles and the like.

## Try This Yourself:

Open  
File

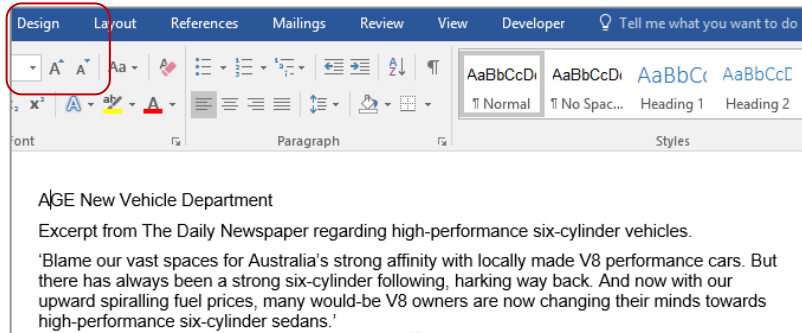
Before starting this exercise you **MUST** open the file *Styles\_1.docx*...

1 Click in the heading **AGE New Vehicle Department** to position the insertion point. Notice that on the **Home** tab **Normal** is currently selected in the **Styles** group. Let's apply a different style to the heading...

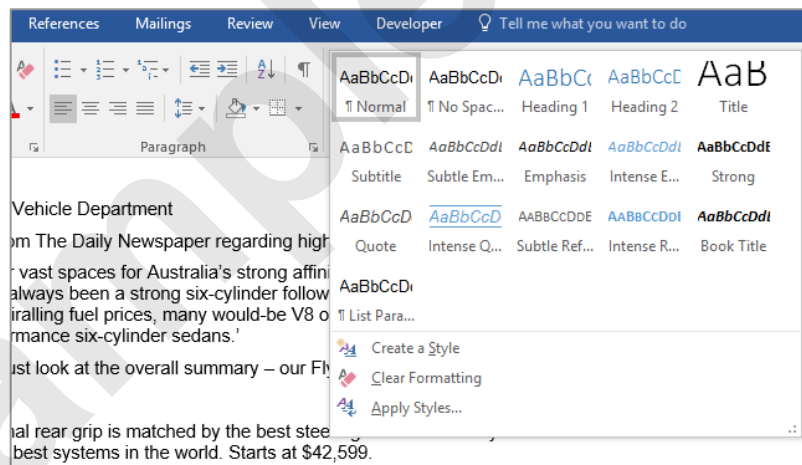
2 On the **Home** tab, click on the **More** arrow to the bottom right of the **Styles** gallery in the **Styles** group to display the **Quick Styles** gallery, then point to the various **quick styles** to view a Live Preview.

3 Click on **Title** to apply this style to the heading.

4 Click anywhere in the paragraph beginning **Blame our vast spaces...**, then repeat steps 2 and 3 to apply the **Quote** paragraph style to the entire paragraph.



1



2



4

## For Your Reference...

To **apply** a **quick style** to a **paragraph**:

1. Click in the paragraph
2. Click on the **Home** tab, then click on a style in the **Styles** group

## Handy to Know...

- The **Styles** gallery contains both paragraph and character styles. If you click on a character style in the gallery, only the word that you clicked on in the document will change to the new style and not the whole paragraph.

# APPLYING CHARACTER STYLES

Every paragraph in a document has a paragraph style applied to it – even if it is just the default **Normal** style. As well as defining paragraph formatting, a paragraph style also specifies the

formatting applied to the text (characters) in the paragraph. You can overwrite the default character formatting by applying a character style to selected text within a paragraph.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *Styles\_2.docx*...

- 1 Select the text **our Flyer ZW6 doesn't look too bad**
  - 2 Click on the **Home** tab, click on the **More** arrow in the **Styles** group to display the **Styles** gallery, then point to the various **quick styles**
- Currently, the text is formatted with the default character formatting set for the **Normal** paragraph style...
- 3 Click on **Intense Emphasis** to apply the character style to the text, then click away from the text to deselect it and view the result

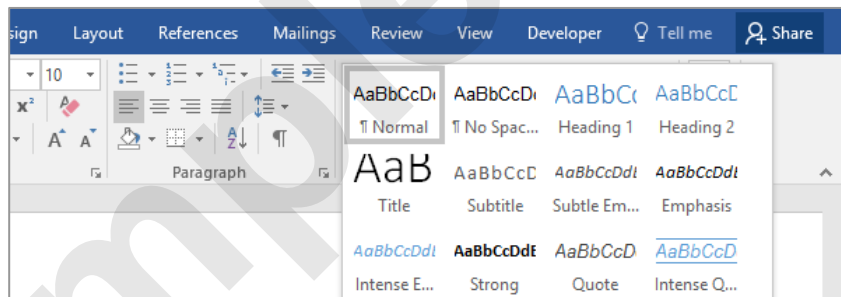
## AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – our Flyer ZW6 doesn't look too bad.

1



2

## AGE New Vehicle Department

Excerpt from The Daily Newspaper regarding high-performance six-cylinder vehicles.

'Blame our vast spaces for Australia's strong affinity with locally made V8 performance cars. But there has always been a strong six-cylinder following, harking way back. And now with our upward spiralling fuel prices, many would-be V8 owners are now changing their minds towards high-performance six-cylinder sedans.'

And let's just look at the overall summary – **our Flyer ZW6 doesn't look too bad.**

3

### For Your Reference...

To **apply** a **character style**:

1. Select the text
2. Click on the **Home** tab, then click on a style in the **Styles** group

### Handy to Know...

- To remove all formatting and styles applied to selected text, click on the dialog box launcher in the **Styles** group to open the **Styles** pane and click on **Clear All**.