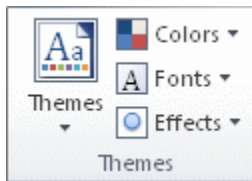


## Microsoft Word 2010: Apply Themes to Word Documents

You can quickly and easily give your document a professional look by applying a document theme. 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).

**IMPORTANT** Document themes that you apply affect the styles that you can use in your document.

1. On the **Page Layout** tab, in the **Themes** group, click **Themes**.



2. Click the document theme that you want to use.

### NOTES

- If a document theme that you want to use is not listed, click **Browse for Themes** to find it on your computer or network.
- To automatically download new themes, click **Enable Content Updates from Office.com**.