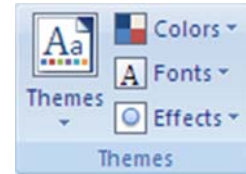


Microsoft Word 2007 Mini Skills

APPLYING THEMES TO YOUR DOCUMENT

- On the **Page Layout** tab, in the **Themes** group, click **Themes**.
- Do one of the following:
 - To apply a predefined document theme, under **Built-In**, click the document theme that you want to use.
 - To apply a custom document theme, under **Custom**, click the document theme that you want to use.
- 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 search for other document themes on Office Online, click **Search Office Online**.



CUSTOMIZE THE THEME COLORS

- On the **Page Layout** tab, in the **Themes** group, click **Theme Colors**.
- Click **Create New Theme Colors**.
- Under **Theme colors**, click the button of the theme color element that you want to change.
- Under **Theme Colors**, select the colors that you want to use. Repeat steps 3 and 4 for all of the theme color elements that you want to change.
 - **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**.
- In the **Name** box, type an appropriate name for the new theme colors, and then click **Save**.



CUSTOMIZE THE THEME FONTS

1. On the **Page Layout** tab, in the **Themes** group, click **Theme Fonts**.
2. Click **Create New Theme Fonts**.
2. In the **Heading font** and **Body font** boxes, select the fonts that you want to use.
4. In the **Name** box, type an appropriate name for the new theme fonts, and then click **Save**.



SELECT A SET OF THEME EFFECTS

1. On the **Page Layout** tab, in the **Themes** group, click **Theme Effects**.
2. Click the effect that you want to use.

