

How to use Themes tool to adjust colors and fonts in Excel

Themes is a tool that supports consistent color and font editing for Excel worksheets. Let Duc Minh Accounting know more about how to use this tool

Step 1: To use the Themes tool to edit the colors and fonts of the whole worksheet, first you need to open the Excel file to be edited. Then select the Page Layout tab on the ribbon toolbar. In the Themes section, there are options for you to edit:

Colors: colors

Fonts: Typeface

Effects: Effects

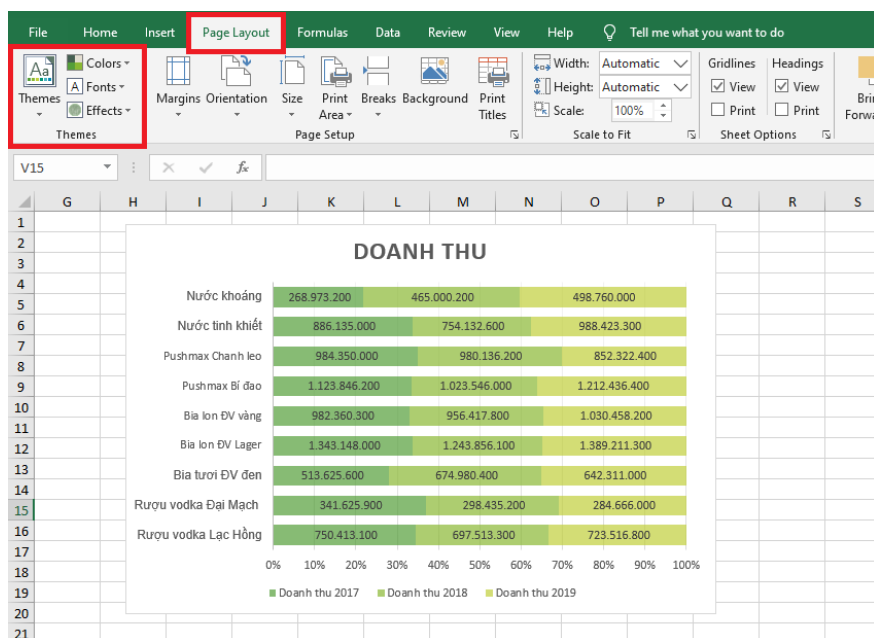


Photo 1: How to use Themes tool to adjust colors and fonts in Excel

Step 2: To edit colors, click on Colors. The scroll bar will display palettes for you to choose from. If you can't find the color you like, you can choose Customize Colors to create your own color.

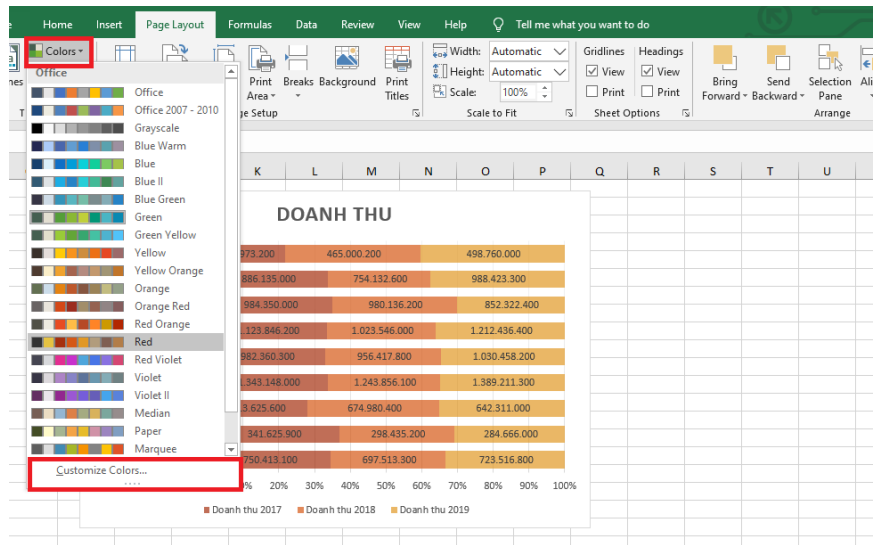


Photo 2: How to use Themes tool to adjust colors and fonts in Excel

At this time, the Create New Theme Colors window appears. You can proceed with choosing the colors for the items according to your liking. Then click Save to save the custom palette.

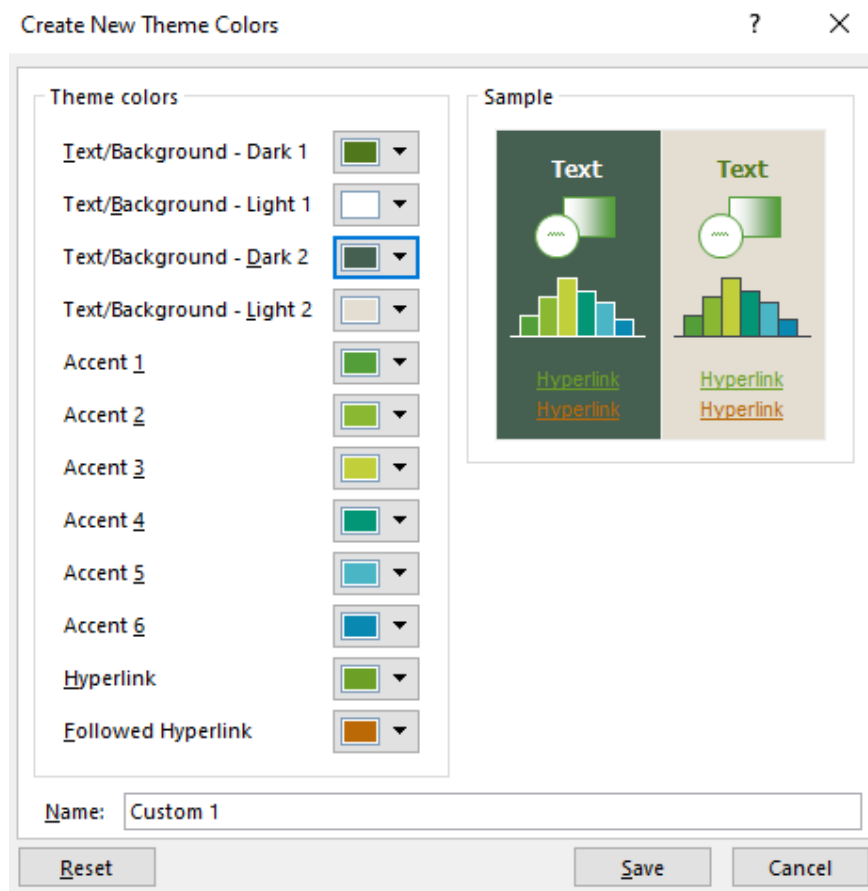


Photo 3 : How to use Themes tool to adjust colors and fonts in Excel

Step 3: To select a font for the worksheet, select Fonts. The scroll bar will display font types for you to choose. If there is no font that you need, you can choose Customize Fonts to choose another font of your choice.

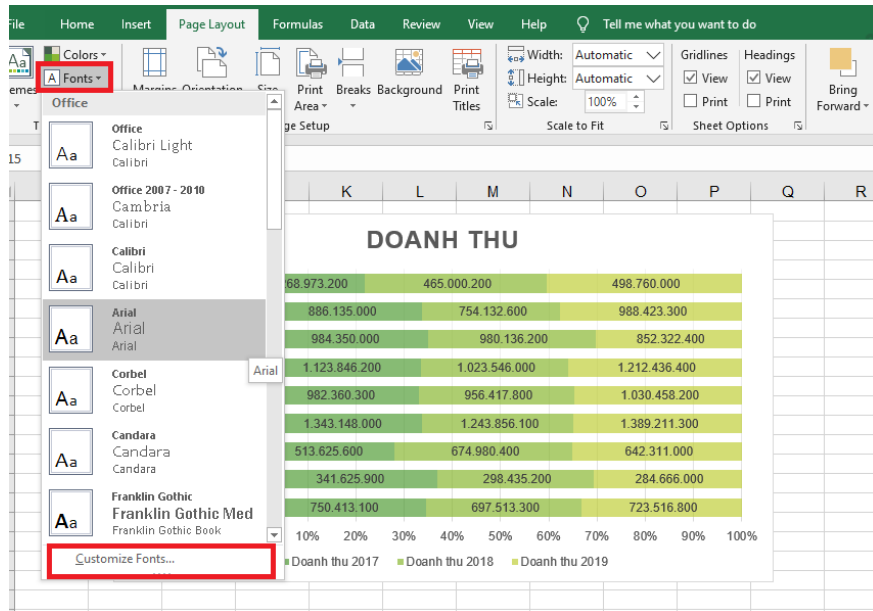


Photo 4: How to use the Themes tool to adjust colors and fonts in Excel

At this time, the Create New Theme Fonts window appears. Here you can choose the font for each item as you like. After completing you click Save to save.

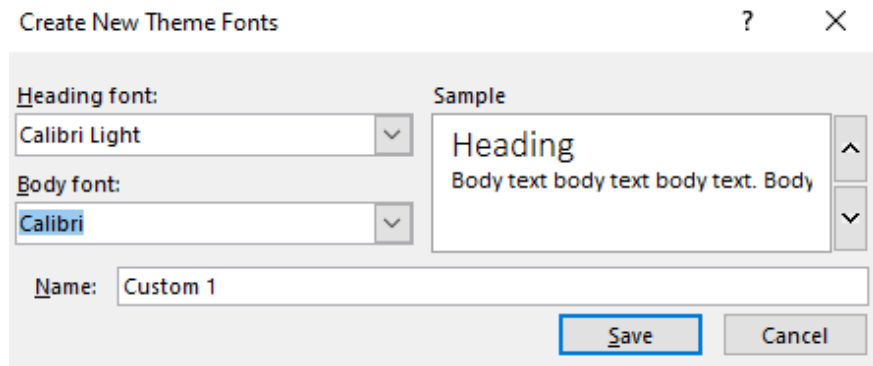


Photo 5: How to use Themes tool to adjust colors and fonts in Excel

Step 4: You can create effects by clicking on Effects in the Themes section. The scroll bar will display effect types for you to choose as you like.

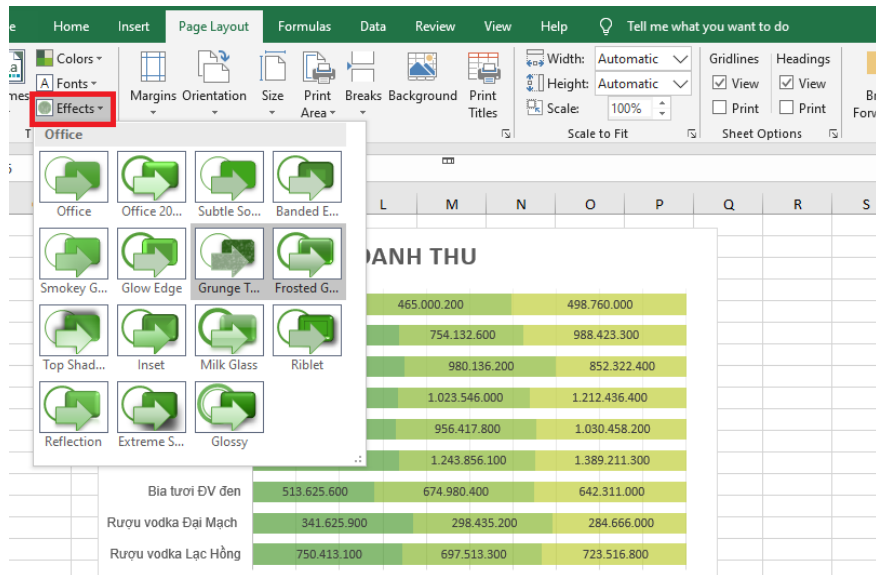


Photo 6: How to use the Themes tool to adjust colors and fonts in Excel

Thus, the article above guided you how to use the Themes tool in Excel. Hope the article will be helpful to you in the process of working. Good luck!

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