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Test Series**

**Setting Themes and Effects in a Worksheet in MS Excel**

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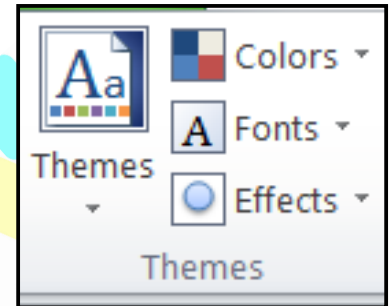
**Module 14 - Setting Themes and Effects in a Worksheet in MS Excel**

A theme in MS Excel is a collection of colors, fonts, and effects that apply a uniform style to the entire worksheet. Using themes helps maintain consistency, professionalism, and readability in reports, charts, and tables.

**What is a Theme in Excel?**

A theme is a predefined combination of:

- 1. Theme Colors** - A set of 12 coordinated colors for text, backgrounds, and highlights.
- 2. Theme Fonts** - A combination of heading and body fonts.
- 3. Theme Effects** - Special visual effects for shapes, charts, and SmartArt.



When you apply a theme, all the elements in your worksheet update automatically to match the selected style.

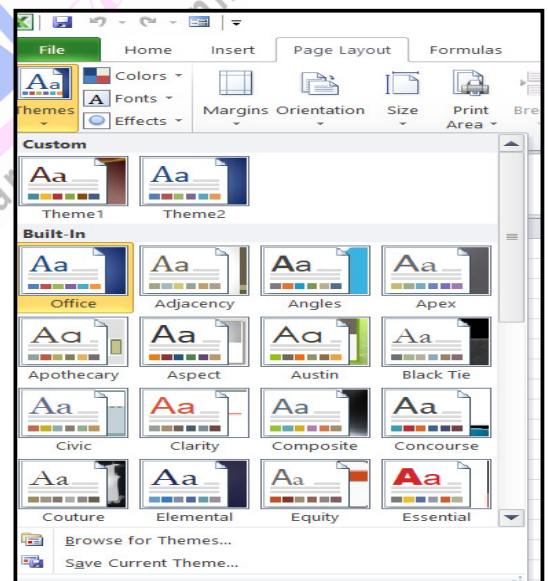
**How to Apply a Theme in Excel?**

To apply a theme to your worksheet, follow these steps:

**A. Applying a Predefined Theme:**

1. Open MS Excel and go to your worksheet.
2. Click on the Page Layout tab.
3. Click on the Themes dropdown in the "Themes" group.
4. Select a predefined theme from the list.

**Example:** If you select the "Office" theme, your worksheet will update with standard fonts, colors, and effects.



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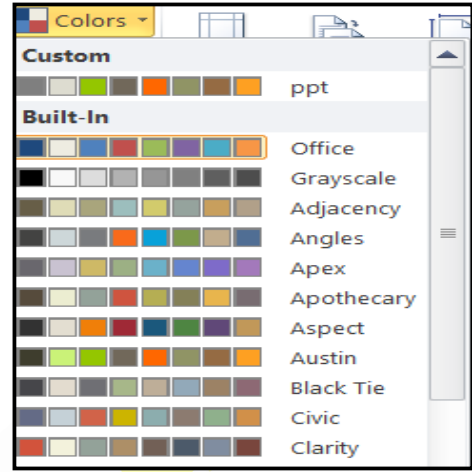
**B. Customizing a Theme in Excel:**

You can modify the theme by changing colors, fonts, and effects separately.

**• Changing Theme Colors**

1. Go to the Page Layout tab.
2. Click on the Colors dropdown.
3. Choose a predefined color scheme or click Customize Colors to create your own.

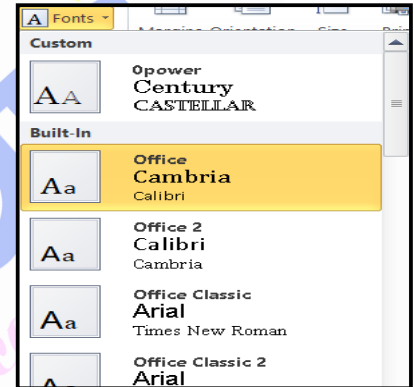
**Example:** If your company uses specific branding colors, you can create a custom color scheme to match.



**• Changing Theme Fonts**

1. Click on the Page Layout tab.
2. Click on Fonts in the "Themes" group.
3. Select a predefined font set or clicks Customize Fonts to choose your own heading and body fonts.

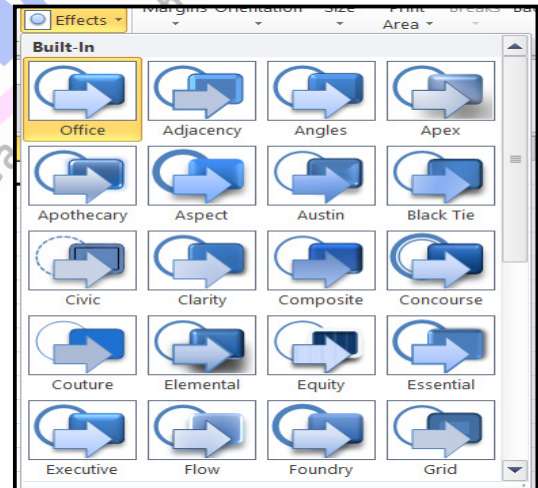
**Example:** Use Calibri for headings and Arial for body text for a clean, professional look.



**• Changing Theme Effects**

1. Click on the Page Layout tab.
2. Click on the Effects dropdown.
3. Choose from different effects like flat, shadowed, or 3D styles for shapes and charts.

**Example:** If you are making a presentation, you can apply subtle shadows to enhance charts and tables.



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## Setting Themes and Effects in a Worksheet in MS Excel

### Why Use Themes in Excel?

Using themes makes it easier to create visually appealing and professional worksheets.

#### • Benefits of Themes in Excel

1. **Consistency:** Ensures a uniform appearance across all sheets in a workbook.
2. **Professional Look:** Makes reports and presentations more visually attractive.
3. **Time-Saving:** Reduces the need for manual formatting of fonts, colors, and effects.
4. **Customization:** Allows you to modify themes to match company branding or personal preferences.
5. **Better Readability:** Ensures well-structured, easy-to-read content.

### Where Are Themes Used in Excel?

Themes can be applied to:

- **Tables and Data Reports** (for professional formatting).
- **Charts and Graphs** (for consistent colors and styles).
- **SmartArt and Diagrams** (for a polished look).
- **Business Presentations** (for a cohesive theme across slides and reports).

### Conclusion:

Themes in Excel provide an efficient way to standardize the appearance of your worksheets. Whether you're creating a financial report, a business proposal, or a presentation, using a well-chosen theme can make your data look more professional and easier to understand.

### Assignment

Prepare the given data set in MS Excel and apply given Theme options:

- **Use "Cell Styles":** Apply a theme from the "Page Layout" tab.
- **Conditional Formatting:** Highlight high-priced items.
- **Table Format:** Convert the range to a table for better styling.
- **Borders & Shading:** Use alternate row colors for better readability

Item Name	Category	Price (INR)	Quantity	Total Cost (INR)	Discount (%)	Final Price (INR)
Laptop	Electronics	55,000	2	1,10,000	10	99,000
Phone	Electronics	20,000	3	60,000	5	57,000
Chair	Furniture	5,000	4	20,000	8	18,400
Table	Furniture	12,000	2	24,000	7	22,320
Headphones	Electronics	2,500	5	12,500	5	11,875