



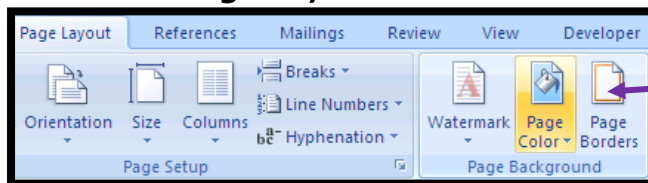
# Need to Know IT

## Changing the Background Colour of a Page

The 'Page Colour' tab is on the 'Page Layout' ribbon

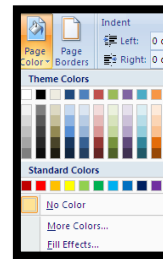
People who experience glare from a white screen may find it more comfortable to change the background colour of the document. If this is done using the 'Page Colour' function, the colour will not print when the document is printed.

Select the 'Page Layout' ribbon.



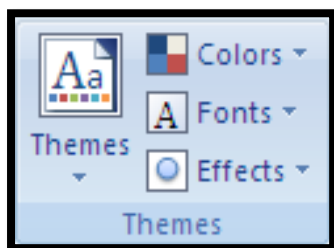
Click the 'Page Colour' icon

The colours displayed in the palette vary according to the 'theme' that is in use for the Word document.



Every document created using Microsoft Office has a theme embedded in it — even blank, new documents. The theme controls and co-ordinates the colours used in the document

The 'Themes' icon is on the 'Page Layout' ribbon. A number of different themes and colour schemes are available.



The 'Themes' section includes a list of different themes and the colours and fonts associated with those themes.

