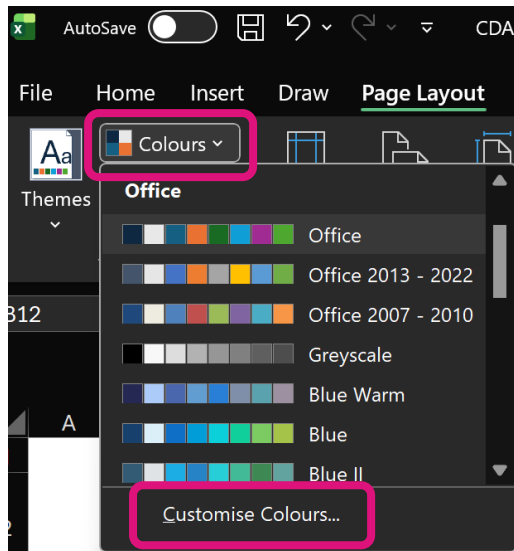
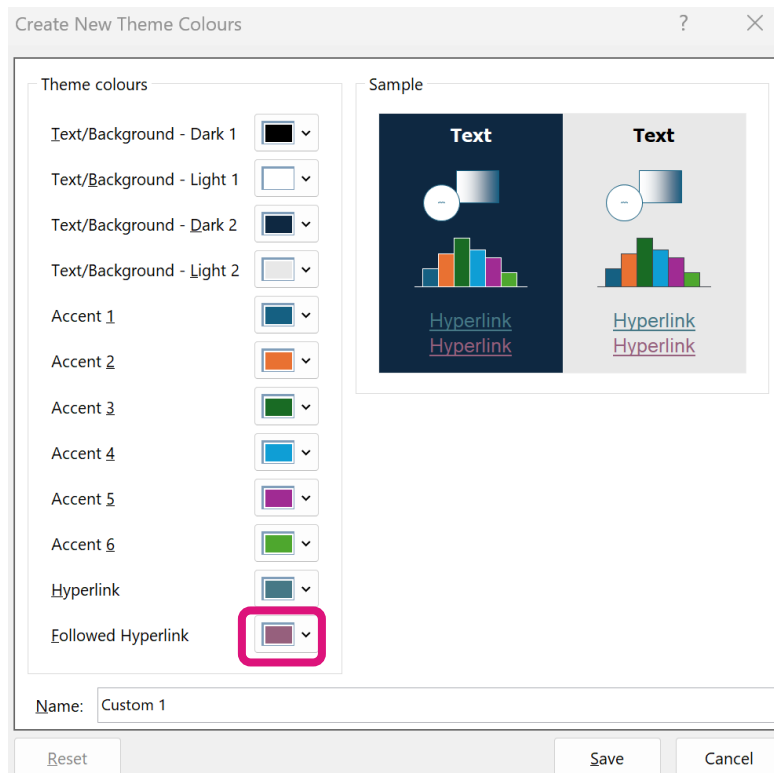


Adding your brand colours to an Excel theme – step by step guide

1. Open a new blank workbook or an existing workbook
2. Click on the 'Page Layout' tab in the ribbon menu at the top
3. In the Themes group, click on 'Colours'

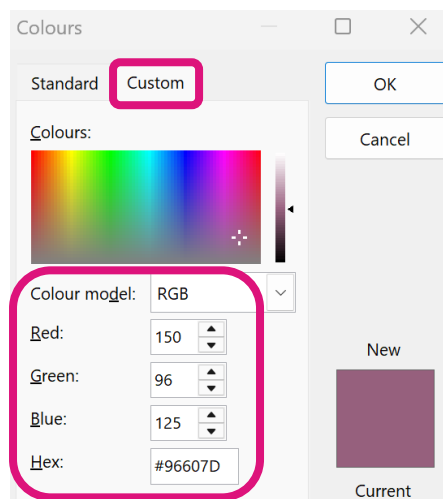
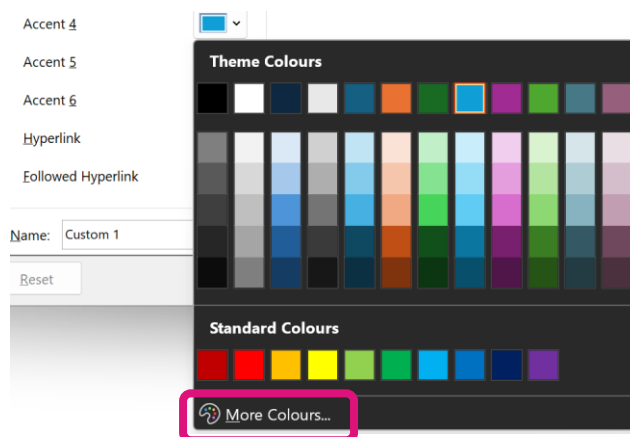


4. Select the 'Customise Colours' option at the bottom
5. A dialog box will open as below:

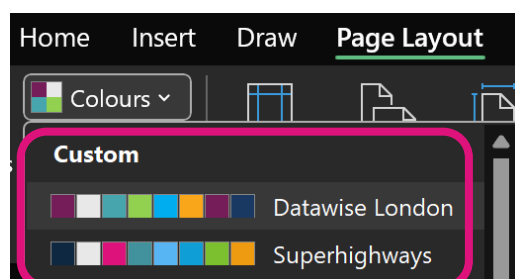


6. Click the colour box next to each item to change it

7. Choose **'More Colours'** and the **'Custom'** tab to enter a specific RGB value or Hex code for your brand colours



8. Assign your brand colours to **Accents 1 – 6** as these are used in charts, tables, and any inserted SmartArt
9. At the bottom of the dialog box, give your theme a name e.g. Project or Organisation name
10. Then click **'Save'**
11. Your new colour theme will appear at the top of the Colours dropdown



12. Select it to apply it to your Excel workbook
13. If you've created in a new blank worksheet, you could choose to Save as an Excel template (.xltx) for easy reuse