
? Missing Themes?

If a SAM project asks you to use a particular theme and you cannot find it, you can do a Google Search for the theme and download it. It may download as a .pptx file or other file type. You will find the download in your Downloads folder on your C:\ drive. Change the file name to the name of the theme you want to use and use the extension .thmx. Windows (or Mac) will probably give you a message that says if you change the name, the file may not work. But in this case, it will work because .thmx files are theme files that work in Microsoft Office.

An example of this is for CIS 111 or Excel 1 assignment for Excel Module 5 textbook project where instructions say to use the Feathered theme. Feathered theme is no longer included in Office 365. Here is a [link to download the Feathered theme file](#). I have already changed the name. Download and unzip the file. Do not try to open it.

Next, you need to add the file to the proper location in your Office software so it will be available to use in the Module 5 textbook project.

1. With the .thmx theme file closed, right-click and copy the file.
2. Open the C:\ drive window.
3. Open the Users window, then open the user that is your name on the computer.
4. Navigate to the AppData\Roaming\Microsoft\Templates\Document Themes folder.
5. Right-click a blank area in the Document Themes folder and click Paste to put the downloaded theme file in this location.
6. Open Excel.
7. Click on Page Layout tab.
8. Click on Themes and you will see the Feathered theme under the Custom section.
9. Open your Project 5 SAM start file to use the Feathered theme.

FYI

Microsoft changes themes. Here is a [link to a folder with a variety of missing themes](#) you may want to add to your Office 365 or Office 2019 software. They are from older MS Office versions.