



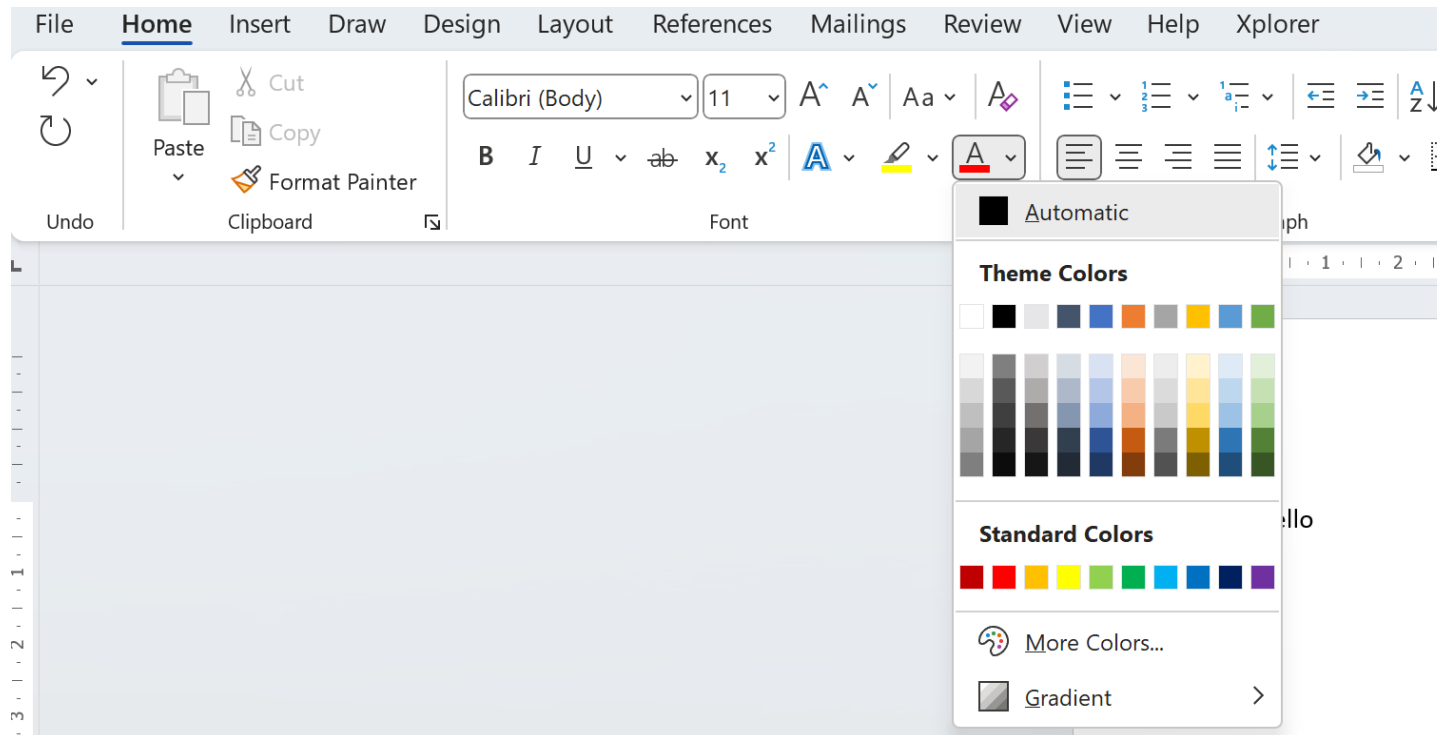
Higham and Rushden

Registered Charity Number 1164952

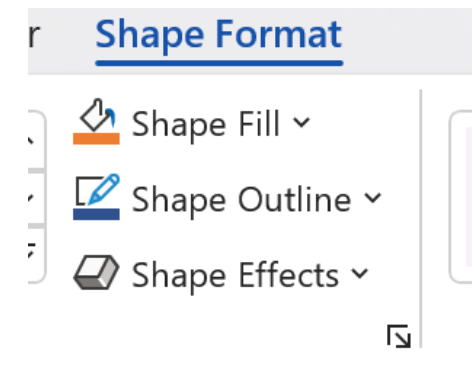
Colour changing in MS Office

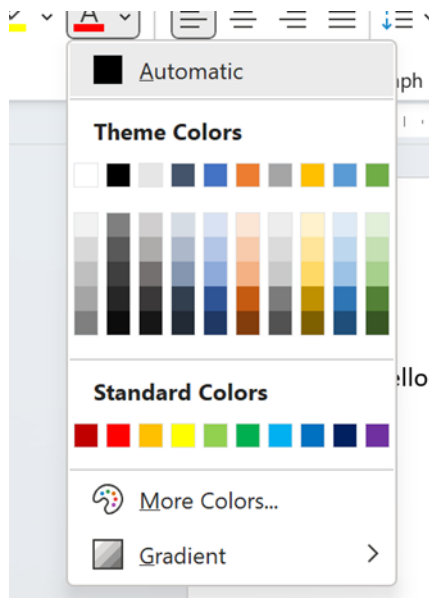
Office applications such as Word, PowerPoint, Excel and Publisher all allow the user to change the colour of text and objects (such as shapes and borders of images). Generally the range of available colours can be found by clicking on the down arrow next to the capital A in the *Font* section of the **Home** tab on the ribbon.

In Word and Excel, for example, clicking on the arrow opens the secondary window shown below with a range of colours and shades.

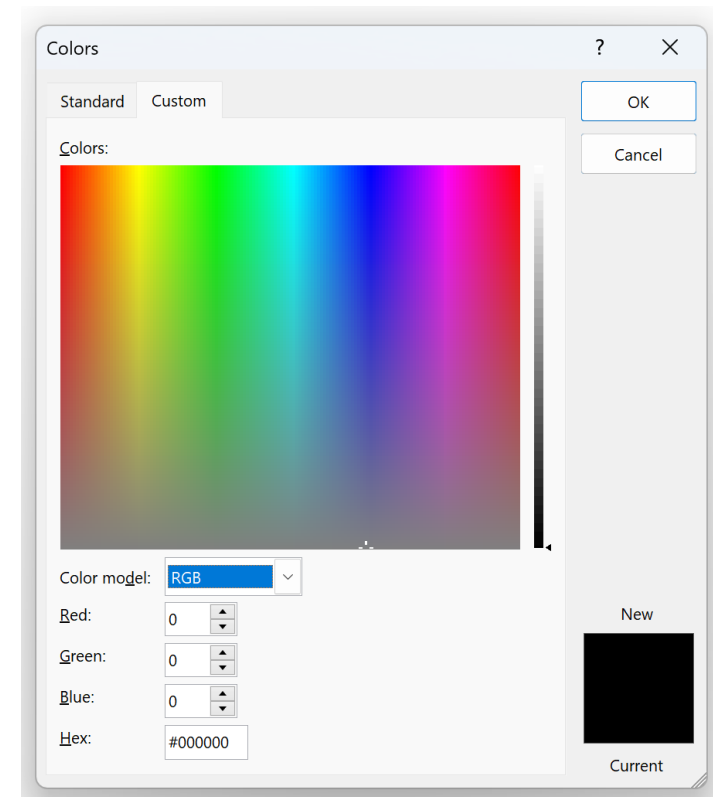
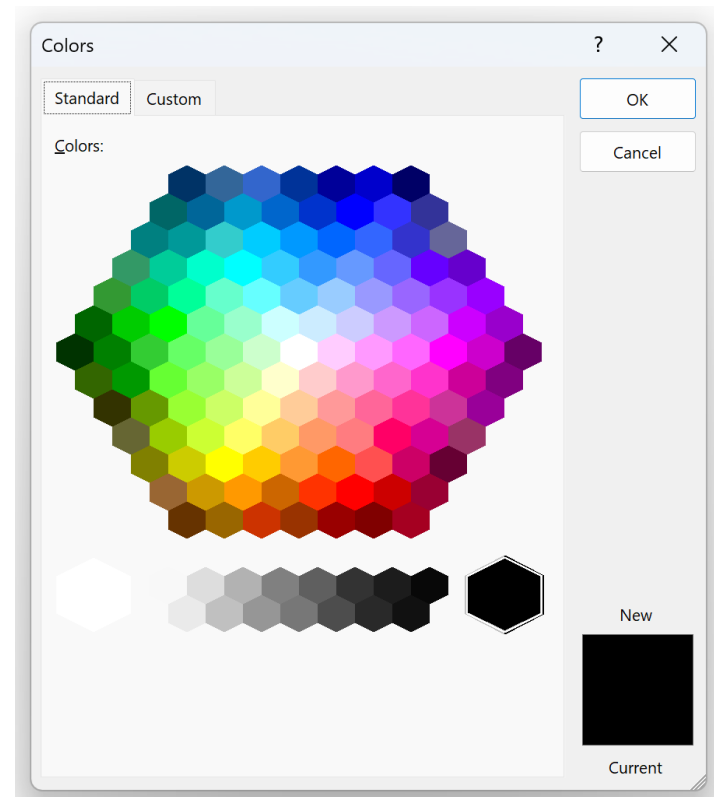


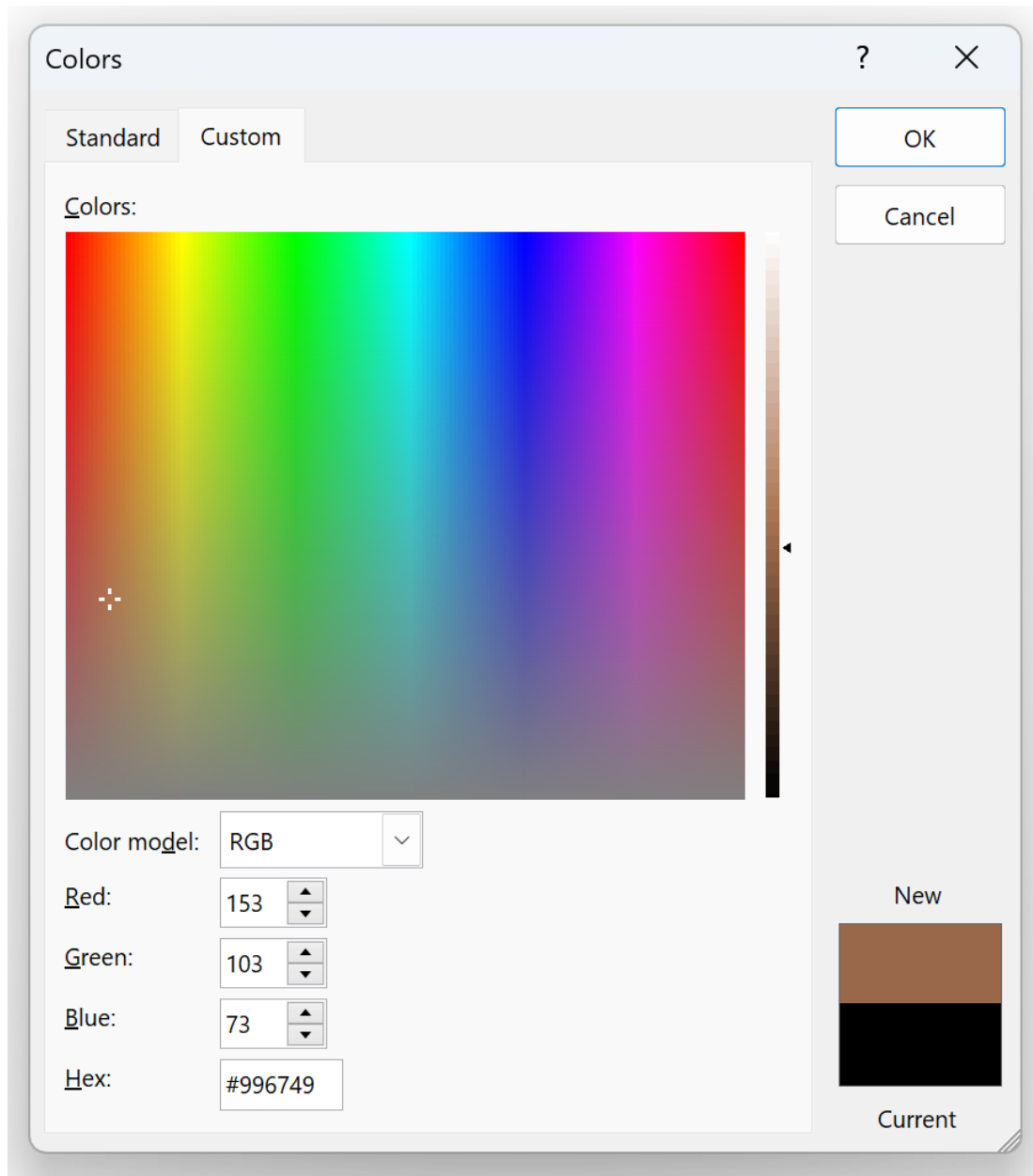
Similar dropdowns can be found on the *Picture Format* and *Shape Format* tabs.





Clicking on “*More Colors*” underneath the *Standard Colors* section will open another window with 2 tabs shown below. The “Standard” tab has a slightly wider range of shades while every imaginable colour can be selected on the “Custom” tab.



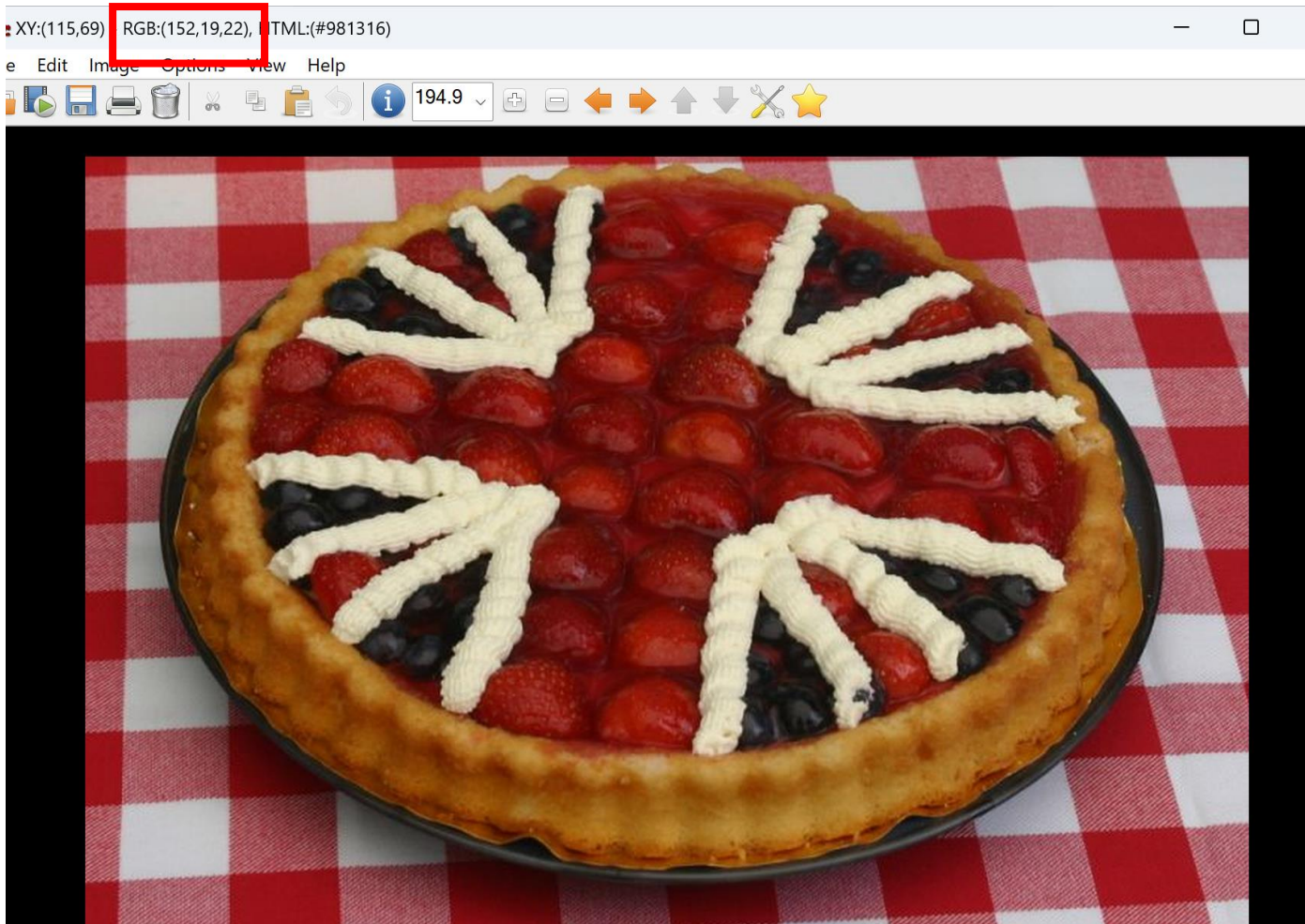


Clicking anywhere in the large rectangle and then in your chosen place on the tonal scale to the right will show the chosen colour under “New” in the bottom right corner of the window.

The RGB (red, green, blue) code for the chosen colour will also be shown near the bottom of the window. This is of limited value but the 3 boxes can instead be used in reverse to select a colour based on its previously-known RGB value.

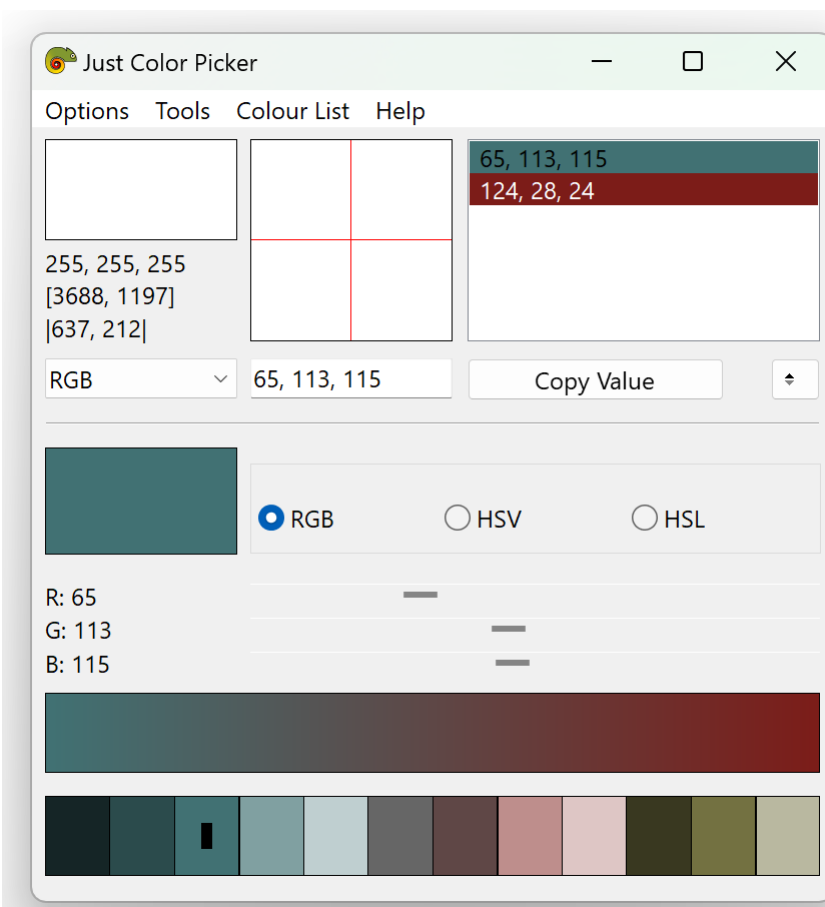
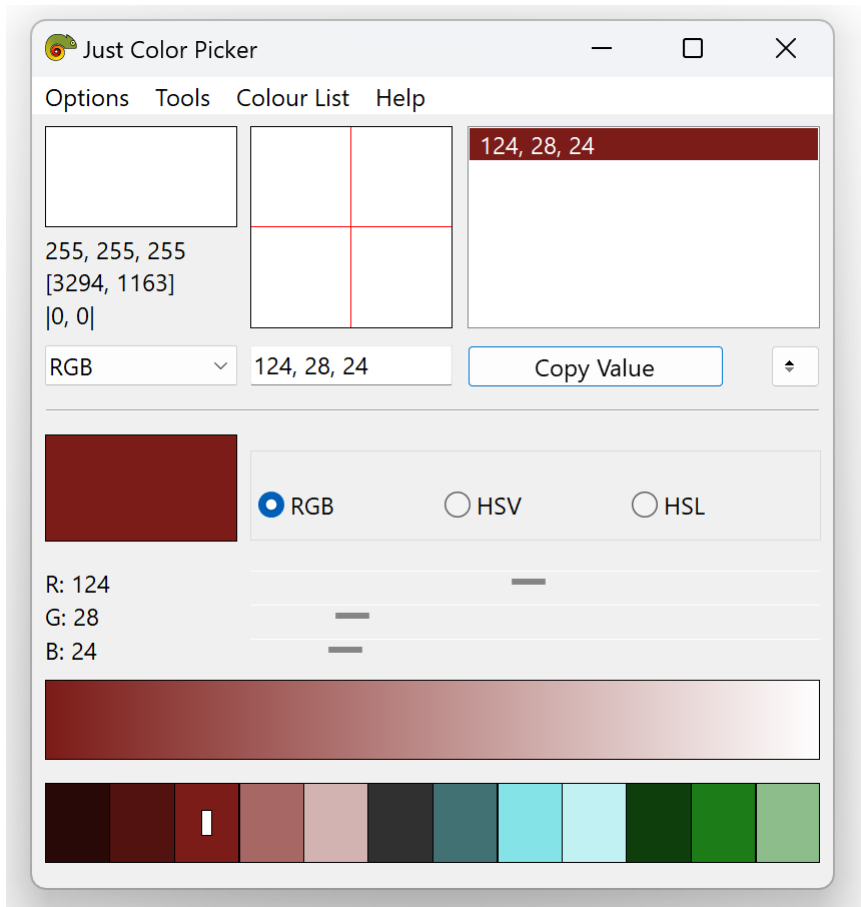
Without knowing the RGB of a colour, matching it exactly can be almost impossible, so in the following slides we will look at ways of identifying and then matching a known colour (such as part of an image).

So how do we find precise RGB values for a colour we like, for example in an image we have found? If you have IrfanView, a safe, free and highly recommended image editing program, clicking anywhere in a picture will display at the top of the screen the RGB value of that particular colour.



Whilst this can be very useful, it does require the user to keep the left mouse button depressed while making a note elsewhere of the desired RGB code.

Another useful (and safe and free) tool is “Just Color Picker” which can be downloaded from <https://annystudio.com/software/colorpicker/> . This opens as a small window on top of other programs you may have open, and identifies the RGB value of whichever colour is underneath the cursor. This value can be saved by pressing Alt and X on the keyboard, and the process can be repeated for other colours: the program helpfully highlights the RGB codes in the actual colour.

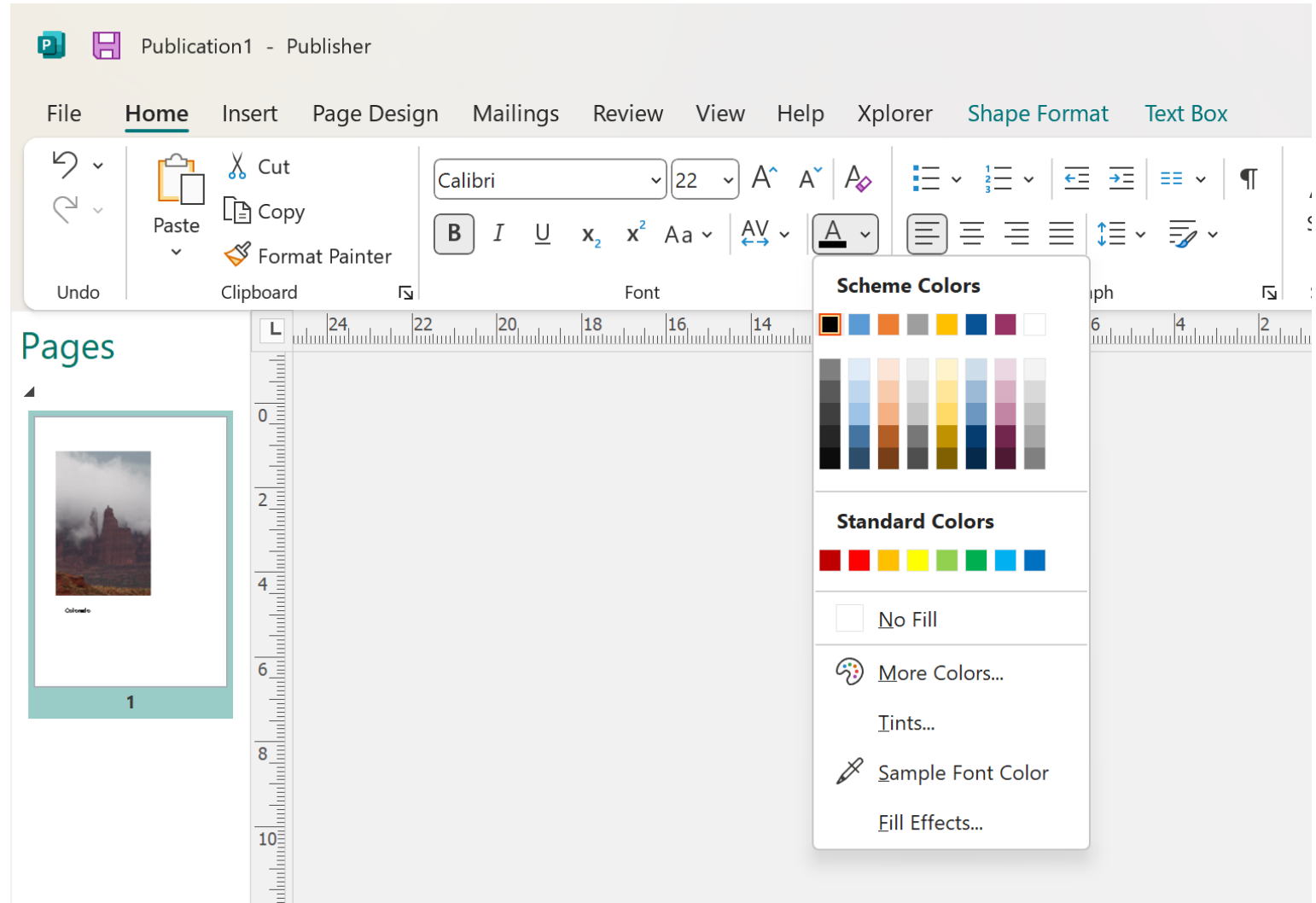


The desired RGB code can be copied by clicking “Copy Value”.

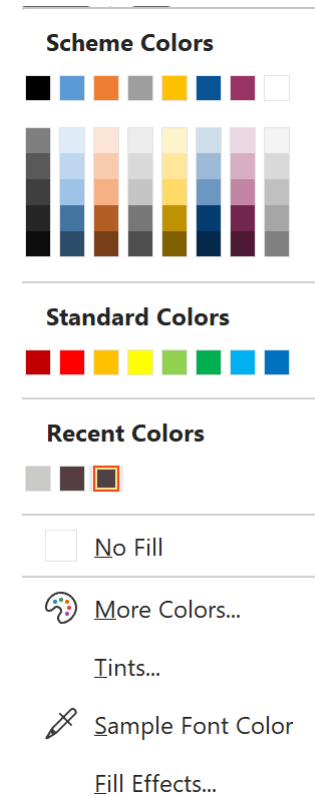
(Other colour picking programs are also available: simply search online to find another.)

In earlier slides we looked at the range of colours available in Word. Publisher has an extra option which allows colours to be copied exactly from images without the need to discover the RGB values.

The screenshot on the right shows the extra option available in the dropdown list, with an eyedropper symbol entitled Sample Font Color.



Clicking on “Sample Font Color” turns the cursor into an eyedropper symbol which can be moved around in the normal way. Click and hold the left mouse button while moving the eyedropper around and a small square showing the selected colour appears at the other end of the eyedropper. When you release the mouse button any highlighted text or selected shape will change to that colour.



Colours selected by this tool will also then be visible in the “Recent Colors” area of the dropdown.

This feature in Publisher is not ideal, in that wrong colour choices often have to be reversed by using the “Undo” function on the Home tab of the ribbon, or by Ctrl and Z.

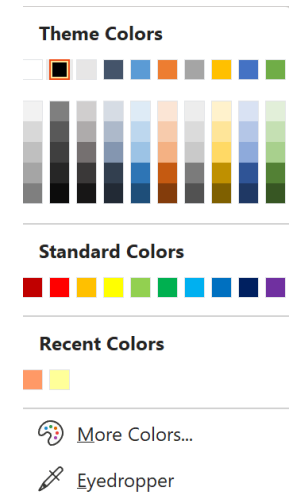
The most user-friendly colour changing feature is probably the one only found in PowerPoint, in which the feature is actually called “eyedropper”. It is included in any dropdown menu that you use to pick a colour, for such things as fill, outline, and glow as well as text colour.

This is simpler to use than the Publisher equivalent, in that the small square showing the selected colour is visible without the left mouse button having to be held down. When the desired colour is found it can be applied to the selected text or feature by left-clicking the mouse.

Having said that, the eyedropper can be moved onto a different window to select a colour from there, by using it in a similar way to the Publisher equivalent.

Left-click within the slide and drag your mouse without letting go of the mouse button and you will be able to move the Eyedropper cursor outside of the PowerPoint window, allowing you access to any colour you see on any visible window or the desktop background.

Release the mouse when you have found your desired colour to apply that colour to your selected text, shape or effect.



THE END