

CREATE **Beginner** 10 MIN · UPDATED 2026-10-01

Apply a coordinated theme design to a workbook with Copilot.

Ask Copilot to apply a harmonized color theme to a dashboard instead of manually picking colors for every chart one at a time.

MICROSOFT 365

Excel

WORKS WITH

Copilot

Business Outcome

A visually coherent dashboard that reads as one designed artifact instead of a patchwork of default chart colors.

Workflow Steps

Step 1: Decide the mood or context for the theme

Excel

Name the actual audience and setting in one sentence before you ask for anything — “internal working dashboard the team checks daily” calls for higher contrast and less restraint than “external investor deck,” and Copilot will pick noticeably different palettes depending on which you give it.

Step 2: Ask Copilot to apply a coordinated theme

Copilot in Excel

Ask it to propose and apply a harmonized palette across every chart and table in the workbook in one pass, referencing the context from step 1 — this is different from asking it to recolor charts one at a time, which tends to produce a palette that drifts inconsistently as you go.

Step 3: Check contrast and readability, not just aesthetics

Excel

Zoom to actual viewing size (not the thumbnail) and check every data series in your busiest chart — a four-color theme that looks elegant at a glance can still make two adjacent line-chart series nearly indistinguishable once you're not staring at full-screen view.

If a series disappears into another, ask Copilot to swap just that color rather than regenerating the whole theme.

Step 4: Lock the theme in before more charts get added

Excel

Set it at the workbook level via Page Layout > Colors > Save Current Theme while the workbook is still small, so every chart or table you add afterward inherits it automatically — apply it late, after the workbook has grown, and you'll be manually re-coloring older charts one by one instead of getting them for free.

✓ Check the work

- Every chart and table uses the same coordinated palette, with no leftover default colors.
- Data series remain distinguishable at normal viewing size, not just when zoomed in.
- The theme is set at the workbook level so new charts inherit it automatically.

Expected Outcome

A dashboard with a coordinated color theme applied consistently across every chart and table.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■