Module 24 : Add Custom Background Image

24.1 Add Custom Background Image

In Excel you can add backgrounds into sheets for display purposes. These background images aren't printed, rather it is only visible on the screen.

To add a sheet background, go to the Page Layout tab, and in the group called Page setup, click Background. Here you can browse your documents and files to select the picture you want to appear and insert. (Note that the selected picture repeats itself until the sheet is filled, so size is important when inserting a picture).

If you would like the background image to appear when printed, you have to insert it as a header to mimic a watermark. To do this, click on the Insert tab, and in the Text group, click on Header & Footer. Under header, click the desired alignment. Then, in the Design tab of the Header & Footer Tools, find the Header & Footer Elements group, and click on Picture. Then browse your files for the picture you want to insert, and double-click. Click in the worksheet and it will appear.

You can change the scale by clicking on the header selection box where the picture is, and then clicking in the Header & Footer Elements group, where you then click on Format Picture and change the picture to the desired size in the Size tab.

24.2 Video Instruction

Add a Custom Background Image – 1m 43s

24.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise Adding a Custom Background Image using the video above as a reference.
Download Worksheet

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