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How to edit a background picture in excel

You can enhance the appearance of your Excel spreadsheet and make it more visually attractive to an audience. The best way to spice it up is to add an Excel background image. This article will show you several different ways to do so. You can use an image as a background or a solid color or pattern. There are basically three ways you can do this in Excel: using Page Layout, adjusting the transparency of an image and inserting an object. Add an Excel Background Image In Excel Using Page Layout Open the page layout ribbon by clicking on Page Layout. Look under the Page Setup section for Background. Click on Background and see the three options - from a file, Bing Image Search, and OneDrive-Personal. Let's start by selecting the first option From a file and choose an image from your computer. Select an image and then click Insert. See the background chosen behind your data in the screenshot below. As you scroll down the page or as you move from side to side, the image repeats itself over and over in the background. Be careful with the Excel background image you choose to use. As you can see in the image above, the data is obscured in many areas because the area on the picture is dark and so is the text. You have a few options. You can change the color of the text and bold it. Keep in mind that your data is the focal point of your spreadsheet. If the Excel background image makes it hard to read, you are diluting the impact of your information. This is a downside of using background images. You don't want the background to interfere with your data. Another disadvantage is the data gets smaller when you zoom out on your spreadsheet while the image size stays relatively the same. If you zoom in, the text gets larger, and the image remains relatively stable. The Excel background image does not follow the data by staying proportional to it. Let's use the second option now to add a background. First, delete the old one by going to Page Layout > Delete Background. The second option is to insert a picture from a Bing Image Search. This is often a better option because you might not have the best image on your computer. Since this spreadsheet is about financial information in different countries, let's search for images about maps. By default, the search will only bring up results for Creative Commons images. These are images that have been uploaded to the web to be shared. Click on the filter icon to only see the image Sizes, Types, Layouts, and Colors and select the ones you prefer. See the screenshot below with a picture of a map background. I bolded the black text to make it stand out more. Backgrounds can be visually appealing, but you must be careful that they don't make your text unreadable. When you insert an Excel background image using this method, the image does not show up when printed. It is therefore only useful when you are showing your spreadsheet to others in a presentation and you want to grab their attention. Insert a Picture & Adjust Its Transparency Make sure you are on the Home tab and go to Insert > Pictures. Choose an image from your computer and click Insert. Notice that the picture is not a background image. It is floating on top of the spreadsheet data. You can move the image around the spreadsheet and resize it by putting your cursor on one of the circles on the edges and dragging it. An advantage of inserting an Excel background image rather than adding a background is that you can adjust the transparency. If your spreadsheet is very long, this method might not be the most convenient method. Start by pushing the image to the top left-hand corner of your spreadsheet. Then drag the picture so that it covers all the data. Adjust the transparency by clicking on the image. Then click on Picture Format tab > Transparency > Picture Transparency Options. Add transparency to the picture so that it is sitting in the background and the data is behind the data. Move the toggle on the Transparency option to the right until the data becomes clear and can be easily read. This method uses an inserted picture that behaves like a background image and will show up when printed. Insert An Object In Excel If your spreadsheet is very long, the previous method could be cumbersome. Inserting an object might be a better option. Start by clicking Insert from the ribbon menu. Then click Shapes. The drop-down menu next to Shapes will open. Select a shape by clicking on it. We will use a rectangular shape. Using your mouse, drop the shape on your spreadsheet to create it. Then resize it by dragging the circular buttons around the shape until it covers all your data. Right-click on the shape and select Format Shape. Click Fill from the menu > Picture or texture fill > Insert (under Picture source). Insert a picture from a file, online pictures, or from icons. Let's choose a Texture fill. Under the Format Shape, select Picture or texture fill. Then click the drop-down menu next to Texture and choose one to use. The texture will fill the shape and cover your data. Use the slider next to Transparency to set a percentage that allows your data behind the texture to show. In the screenshot below, we used 75% transparency. When you use this method, the background will show up when you print. When adding a background to an Excel spreadsheet, keep in mind that being able to read your data clearly is vital. Adjusting the transparency of the background and changing the font color or style can improve the readability of your data while adding a little pizzazz to your spreadsheet. Have you had any trouble adding an Excel background image - or perhaps you have a tip on how to add other background features? Join the conversation and let us know in the comments below. Supposing you have a sheet with some data, for vivid and interesting look, you want to insert a colorful background behind cells as below screenshot shown, do you know the tricks to handle this job in Excel? Insert background behind cells with Background function There is a Background function that can insert image behind cells in active worksheet, 1. Click Page Layout > Background. See screenshot: 2. Then a Insert Pictures dialog pops out, and click the Browse button next to From a file, then select a picture you want to set as background from a folder in the Sheet Background dialog. See screenshot: 3. Click Insert. And the background image has been inserted behind cells. Tip: To delete background, click Page Layout > Delete Background. Insert background behind cells with Kutools for Excel Actual, if you have Kutools for Excel, you can insert a picture as watermark which also is placed behind data cells. After installing Kutools for Excel, please do as below: (Free Download Kutools for Excel Now!) 1. Click Kutools > Insert > Insert Watermark. See screenshot: 2. In the Insert Watermark dialog, you can choose insert picture watermark from folder or text watermark with formatting, see screenshot: 3. Click Apply or Ok, then the background picture has been inserted. Tip: In default, when you insert picture watermark in Insert Watermark dialog, the Erosion option is checked by default, if you do not check the Erosion option, the watermark will be shown as below: To remove the watermark, click Kutools > Delete > Delete Watermark. See screenshot: Insert Background behind Cell Contents Something went wrong. Wait a moment and try again. October 01, 2018 - by Bill Jelen The Microsoft Ignite Conference was held in Orlando last week. There were several new Excel features announced. Today, a quick article about the Picture Transparency tools in Excel. You can easily insert a photograph in Excel using Insert, Picture. But that photo is displayed on top of the cells and you can not see the values in the cells. Mary Ellen Jelen's photo of the Falcon Heavy launch is obscuring the words in Excel Select the picture. On the Picture Tools | Format tab, there is a new Transparency slider. Choose one of the thumbnails to adjust the photo transparency. At 50% transparency, you can start to make out the words behind the photo If you need to fine-tune the settings, you can use the menu item and adjust from 0 to 100% transparency. 80% transparency The only difficulty now is that you can't click on cell A1 to select it. You will have to either click to the right of the picture and use the arrow keys, or press F5 or Ctrl+G to display the Go To dialog. Type A1 and click OK. Watch Video Title Photo: Dinh Pham on Unsplash In Microsoft Excel, we can insert an image to workbook directly, or place it as worksheet's background. Some users may get stumped with them. And here we will help you to insert and delete images directly in Excel, and place background images in Excel as well. Office Tab Enable Tabbed Editing and Browsing in Office, and Make Your Work Much Easier... Read More... Free Download... Kutools for Excel Solves Most of Your Problems, and Increases Your Productivity by 80% Reuse Anything: Add the most used or complex formulas, charts and anything else to your favorites, and quickly reuse them in the future. More than 20 text features: Extract Number from Text String; Extract or Remove Part of Texts; Convert Numbers and Currencies to English Words; Merge Tools: Multiple Workbooks and Sheets into One; Merge Multiple Cells/Rows/Columns Without Losing Data; Merge Duplicate Rows and Sum. Split Tools: Split Data into Multiple Sheets Based on Value; One Workbook to Multiple Excel, PDF or CSV Files; One Column to Multiple Columns. Paste Skipping Hidden/Filtered Rows; Count And Sum by Background Color; Send Personalized Emails to Multiple Recipients in Bulk. Super Filter: Create advanced filter schemes and apply to any sheets; Sort by week, day, frequency and more; Filter by bold, formulas, comment... More than 300 powerful features; Works with Office 2007-2019 and 365; Supports all languages; Easy deploying in your enterprise or organization. Read More... Free Download... Insert and delete images and pictures in Microsoft Excel If you want to insert a picture to workbook directly, you can follow these steps to do it: Step 1: Click the Picture button in the Illustration group under Insert Tab. Step 2: In the Insert Picture dialog box, find out and select proper picture. Step 3: Click Insert button. Then the selected picture is inserted in current worksheet, and it may show as following screen shot: If you want to remove the picture from workbook, just select the picture firstly, and then press the Delete key. Insert and delete background images in Excel If you want to place an image on current worksheet as background, you can do it with following steps: Step 1: Click the Background button in Page Setup group under Page Layout tab; Step 2: In the Sheet Background dialog box, find out and select the proper image. Step 3: Click Insert button. Then the selected image is placed in the whole worksheet as its background. And it may look like the following screen shot: If you want to remove the background from workbook, you can click the Remove Background button in Page Setup group under Page Layout tab.

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