Adding a watermark

Unlike other Office programs, Excel doesn’t come with a watermark function, but you can add text or a background image, like a logo, which will appear onscreen and in print.

1. Add an image to your document header and it will appear on every page. On the Insert tab, click on Header & Footer in the text group. Click the Picture button, browse to your image, and insert it.

2. &[Picture] appears in the header, and your logo appears on the sheet.

3. Use the Format Picture button on the Header & Footer tab to crop or change the size of the image, convert it to grayscale or a washout, and more.

4. When you’ve finished editing the header, click your data (outside the header), then click the View tab and choose Normal.