### Make a Watermark with Excel

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#### WHY A TECHTORIAL?

# What will I learn today?

You will learn how to create a watermark (sort of!) in Excel.

What hardware and/or software does the techtorial apply to? The techtorial applies to newer versions of Excel.

# Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard V.d. in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to NETS for Teachers.

### CREATE A WATERMARK IN EXCEL

What's a watermark? A watermark simply is a graphic or text image that's transparent, covers a large section of a page, and lies behind the main text and other graphics. It adds to the general design without preventing readers from seeing the text above it. Most of the time in the K-12 classroom, a watermark is used in a Word document. (See <u>Create a Watermark in Word</u> for an introduction to using watermarks in Word documents.) There are a few instances, however, when the ability to create a watermark in an Excel spreadsheet can be helpful.

For example, you might want to use a watermark to make an interactive map or diagram in Excel. (See additional <u>techtorials</u> on those topics.)

### **GETTING AHEAD USING HEADERS**

We'll be using the header and footer feature (surprise!) for this techtorial.

- Open Excel
- If you want your spreadsheet to be in landscape and not portrait orientation, change that now by clicking File > Page Setup > Orientation.
- Click View > Header and Footer.
- Click Customize Header.
- Click inside the Center Section, and then click the Picture icon.
- Browse for an image or piece of clip art you'd like to use as a watermark. Pick something with a simple overall design.

# FORMATTING THE WATERMARK

To format the watermark,

- Click inside the Center Section again and then click the Format Picture icon.
- You'll now see the Format Picture window/pane. Change the height and width of the image to fit the spreadsheet orientation. For example, if the orientation is portrait, the height should be close to 11 inches. If the orientation is landscape, the height should be close to 8 inches. Excel automatically will change the width to conform with the selected height. Keep the Lock Aspect Ratio and Relative to Original Picture Size boxes checked; they will keep the picture from becoming distorted as you increase the size.
- Click the Picture tab and change the Color under Image Control to "Watermark." You can play with the Brightness and Contrast later once you've seen what the watermark looks like.
- Click OK.

Still don't see the watermark? You need to type some data into a cell to see the watermark. On some versions of Office, in fact, you need to actually go to File > Page Preview to see the header (or, in this case, the watermark!).

If you like, you now can go back to View > Header and Footer > Customize Header > Format Picture and experiment with some of the settings.

### TEXT IN AN EXCEL WATERMARK

Sometimes, you'll want to use text as a watermark; for example, when indicating that data is confidential during parent conferences or for other unofficial uses. Using text as an Excel watermark is trickier than using an image, but it can be done. Just be prepared to play around a little here and there!

- Open Excel (or a new spreadsheet).
- Click View > Header and Footer > Customize Header.
- Click in the Center Section.
- (Here's where the playing around comes in!) Hit ENTER/RETURN on the keyboard about 20 times, and then type the text you want to use as the watermark.
- Highlight the text you typed, and click the Format Text icon.
- Choose a font type, style, and size. (Note: There is no option to lighten the text or change its orientation. Keep that in mind as you play with where the text will land on the spreadsheet.)
- Click OK twice.

You might need to type data into your spreadsheet (or go to File > Page Preview) to see the watermark.

For those comfortable with Excel and other programs, if you must have a text watermark that's more transparent, considering the following:

- Create a watermark in Excel.
- Take a screen shot of the watermark.
- Save the screenshot as a .jpg.
- Insert the watermark text (now actually an image).
- Make the image transparent. Phew!

# **TELL ME MORE!**

Where can I find more information?

Check out Education World's other **Excel techtorials**.