



## Court Services and Information Technology's

### E-Tip of the Week

#### **Use a graphic file as a worksheet background (Excel 97/2000/2002/v. X/2003)**

You can easily replace the default white background that Excel applies to all worksheet cells with a picture. To do so, choose Format | Sheet | Background from the menu bar. Then, locate and select a graphic file. Most common file types are supported, including BMP, TIF, JPG, and GIF. Click the Insert button to apply the background. Excel displays the image in a tiled format. Note that the background is only visible onscreen--it won't appear on printouts. To remove a background graphic, choose Format | Sheet | Delete Background from the menu bar.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

Court Services

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