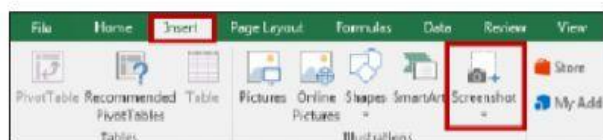


Lesson 6 Inserting Screenshots

You can also use Excel to grab a screenshot of an open window. The following will explain:

1. Navigate to the *website* you wish to take a **screenshot** of .1
2. In *Excel*, under the Insert tab, click **screenshot**. 1



1

3. The available window *drop-down* will appear, displaying all windows currently open on your desktop. Click the **image** that you want to insert into your spreadsheet.2



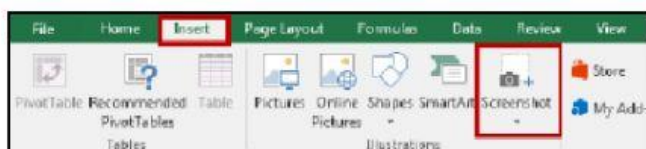
2

4. Your screenshot will be added into the spreadsheet. Here you may resize and reposition your image to your preference. 3
- 5.

Capturing and Inserting a Specific Area of the Screen.

If you wish to grab a screenshot of a portion of the open window, you can use the *screen clipping* tool to make your selection. The following describes how to capture and insert a specific area of the screen. 1

1. Minimize all windows except for the one you wish to take a screenshot of
2. Navigate to the website you wish to take a screenshot of.
3. In Excel under the Insert tab, Click screenshot. 2



2

4. The available *windows drop-down* will appear. Click **Screen Clipping**. 3



5. Your screen will turn grey and your mouse cursor will turn into a crossbow. Hold left-click and drag to frame the area of your screen that you want to capture.
6. Release the mouse button. The selected area that you captured will appear in your spreadsheet.

Questions.

1. Explain the steps to insert a screenshot.
2. Explain the steps of Capturing and Inserting a Specific Area of the Screen.