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 aindow, 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**

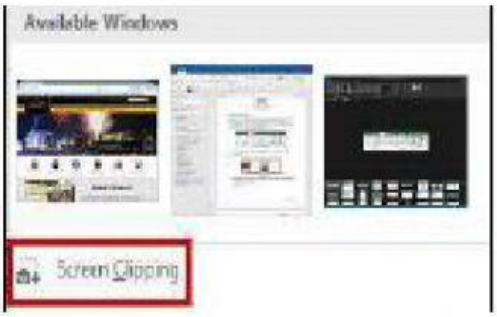
1. Minimize all windows except for the one you wish to take a screenshot of
2. Navigate to the website you wish to take a screenshot of.
3. In Excel under the Insert tab,Click screenshot. **2**



2

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



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**.

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