CAMERA TOOL DEMO

BY

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LAB: CAMERA TOOL DEMO

Now that you've installed the camera tool, this lab will instruct you on how to use it.

MODULE REQUIREMENTS
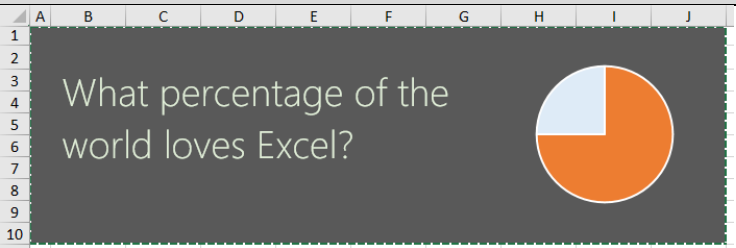
▸ Insert the camera tool onto your quick access toolbar

MODULE REQUIREMENTS

▸ Successfully use the camera tool to take a snapshot of the spreadsheet.

▸ Use the formatting to change how the camera tool presents images.

HINTS

▸ To change what the camera tool refers to, click the formula bar and edit the cell address.

STEP-BY-STEP INSTRUCTIONS

Click Steps	Screen Shots
1. Open "Mod 2-4 Camera Tool.xslx" from the Module 2 directory in your class files. 2. From on the Charts and Data tab, select cells A1:J10. 3. Click the Camera tool. You should see "marching ants" around the selected region.	

Click Steps	Screen Shots
4. Go to the Canvas worksheet tab. Click anywhere to place the camera's picture with a snapshot. 5. With pasted images still selected, press the Reset Picture button from on the Format context men. This will remove the border and any other embellishments.	
6. You may now treat the image like a regular picture. Use the preset Picture Styles to change the look of the image	
7. To change where the picture is pulling from, click the picture and edit the address in the formula bar. Remember, you can have multiple pictures at any time on any cell region.	