

INSTALLING THE CAMERA TOOL

BY JORDAN GOLDMEIER



LAB: INSTALLING THE CAMERA TOOL

The camera tool allows us to take snapshots of graphics and images on the spreadsheet. But before we can use the camera tool, we'll need to install it to our Quick Access Toolbar.

MODULE REQUIREMENTS

Insert the camera tool onto your quick access toolbar

HINTS

The quick access toolbar might appear above the ribbon next to the file/Office button or below the ribbon depending upon user settings.

STEP-BY-STEP INSTRUCTIONS

Click Steps	Screen Shots
 Start a new instance of Excel and create a fresh, new workbook. 	File Hom-
2. In the upper left-hand corner, click the File ribbon tab (Note: In Office 2010 and previous, this is the office button.)	Insert AutoSu
 3. Select Options from the selection of choices that appear. 4. The Options Dialog Box appears. On the left side, click the Quick Access Toolbar tab. 	Customize the Quick Access Toolbar. Choose commands from: Popular Commands Popular Commands Commands Not in the Ribbon All Commands Macros

Click Steps	Screen Shots
5. In the Choose commands from dropdown box, select All Commands.	
6. From the list of All Commands find the Camera and select it. Then click Add >> to have it appear on the Quick Access Toolbar.	Cancel Refresh Cancel Refresh Cast a shadow of your text on th Cell Styles Cells Center
7. Click OK to exit the Excel Options dialog box. Verify the Camera tool now appears on your Quick Access Toolbar	Certified Change Chart Type Change Data Source Change Outline Color Change Page Orientation Change Picture