INSTALLING THE CAMERA TOOL

BY

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EXCEL DASHBOARD PRO

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.
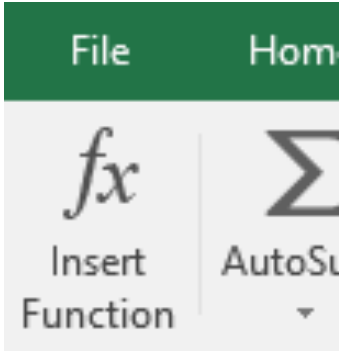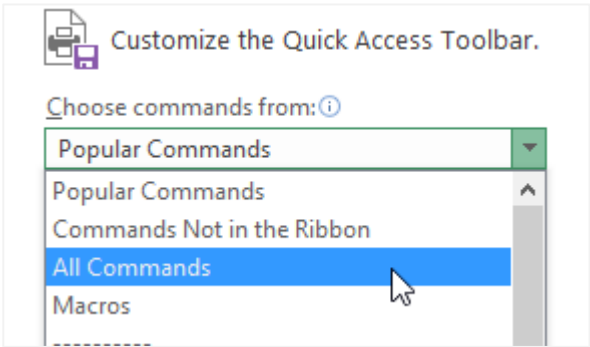
MODULE REQUIREMENTS

▸ 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
1. Start a new instance of Excel and create a fresh, new workbook. 2. In the upper left-hand corner, click the File ribbon tab (Note: In Office 2010 and previous, this is the office button.)	
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.	

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. **7.** Click OK to exit the Excel Options dialog box. Verify the Camera tool now appears on your Quick Access Toolbar	