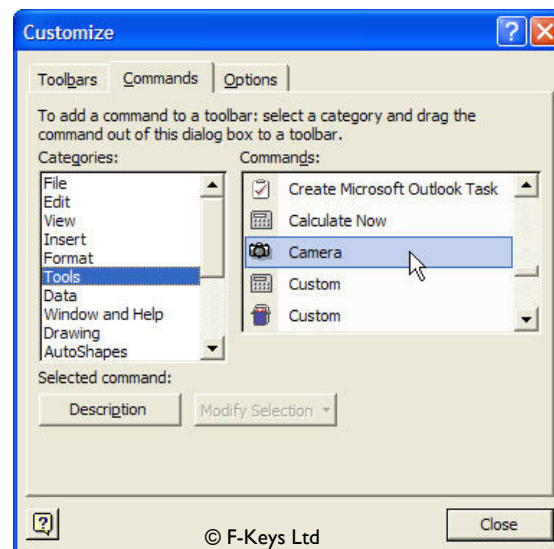


The Microsoft Excel camera facility is a very handy and useful tool when it comes to capturing areas of Excel that you wish to display within Excel or in another application. Sometimes simply highlighting the required data and then using the copy/paste command leaves you huffing and puffing because the pasted data simply does not want to go along with how you want it to behave.

Well, here is the solution: The Microsoft Camera Facility 


Adding the camera facility to your tool bar:

- Choose **View, Toolbars, Customise** from the menu bar
- Select the **Commands** Tab
- Select **Tools** from the **Categories** list and then scroll down the commands list until you locate the **Camera** tool.
- **Click and drag** the Camera onto one of the available toolbars.
- Click on **Close** to close the Toolbars - Customise dialog box.

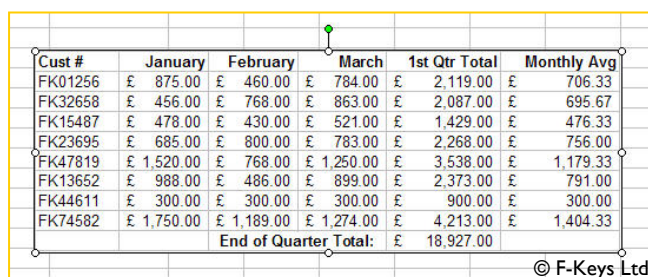


Your camera tool facility is now ready to use:

Using the Excel Camera tool facility:

- **Highlight the area** you wish to take a picture of
- Click on the **Camera** tool icon 
- **Click** the mouse on an empty area of the Excel spreadsheet, this will place a picture image of the highlighted area which can then be easily manipulated and controlled as a graphic image.

	A	B	C	D	E	F	G
1	F-Keys Ltd - Microsoft Office Training						© F-Keys Ltd
2							
3	Cust #	January	February	March	1st Qtr Total	Monthly Avg	
4	FK01256	£ 875.00	£ 460.00	£ 784.00	£ 2,119.00	£ 706.33	
5	FK32658	£ 456.00	£ 768.00	£ 863.00	£ 2,087.00	£ 695.67	
6	FK15487	£ 478.00	£ 430.00	£ 521.00	£ 1,429.00	£ 476.33	
7	FK23695	£ 685.00	£ 800.00	£ 783.00	£ 2,268.00	£ 756.00	
8	FK47819	£ 1,520.00	£ 768.00	£ 1,250.00	£ 3,538.00	£ 1,179.33	
9	FK13652	£ 988.00	£ 486.00	£ 899.00	£ 2,373.00	£ 791.00	
10	FK44611	£ 300.00	£ 300.00	£ 300.00	£ 900.00	£ 300.00	
11	FK74582	£ 1,750.00	£ 1,189.00	£ 1,274.00	£ 4,213.00	£ 1,404.33	
12				End of Quarter Total:	£ 18,927.00		
13							



Copy/Pasting the Camera Image to another application:

- Select the image so that the frame handles are displayed
- Right mouse click on the image and select **Copy**
- Transfer to the application/location where you intend to place the image, and Right mouse click and choose **Paste**.
Note: Some applications may not support the Right Mouse/Paste click method in which case choose **Edit/Paste** from the menu bar.