

**Taking a screenshot using Microsoft Office**



1. Click on the **Start Menu.**



1. In the **Search** area type ***Microsoft OneNote 2010***.



1. When the search results show in the open window click **Microsoft OneNote 2010**.



1. When the program opens, click the **red “X”** to immediately close it. *(This program just enables the screenshot feature & you only open/close it when on a new computer.)*
2. Now go back to your **Start Menu** & open a blank **Microsoft Word** document.
3. Next, return to your online college application where you have completed as much information as you can.



1. On your computer keyboard, hold down the **Microsoft key + S**
2. This will slightly shade your screen & provide you with a **crosshair** to click & drag to make your selection.
3. Using the mouse, click **& drag** the crosshair to select your application on the screen & release.
4. A pop-up window will open and you need to click the button, **Copy to Clipboard**.
5. Return to your open/blank Microsoft Word document & hold down the **Ctrl** 

 **+ V** keys to paste the screenshot.

1. Make sure to **SAVE** the document with your name and title for upload to **Moodle.**