



- Before you begin:**
- Name the document Screenshot
 - Set page to landscape
 - go to the view tab and turn on the ruler
 - draw an insertion point
 - insert 2 small pictures near the bottom and select one of them (Active)
 - Take a screen shot (or use snipping tool)
 - Paste into your document
 - Use the shape tool to create text boxes and arrows to label the parts
 - Discover what each part does in Word!