



Screenshot Exercise

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Open the help facility

- Pressing F1 within a Microsoft Office application should open the Help Facility for that particular application
- Search for something that you might need reminding or something new
- Within either Word or PowerPoint grab a screenshot of the information relevant to the topic
- Now capture a screenshot of a couple of control panels on your computer, inserting into the same file as above on a new page
- Save the file in an appropriate location and backup online, naming the file: helpevidence