

How to take screenshots with Excel is extremely simple

To take an Excel screenshot, you will use the tool available right on Excel to take a screenshot of the data table, or even take a screenshot on your computer to insert the image into Excel.

The article below will guide you how to use the screenshot feature in Excel.

Take Excel screenshots with the Camera tool

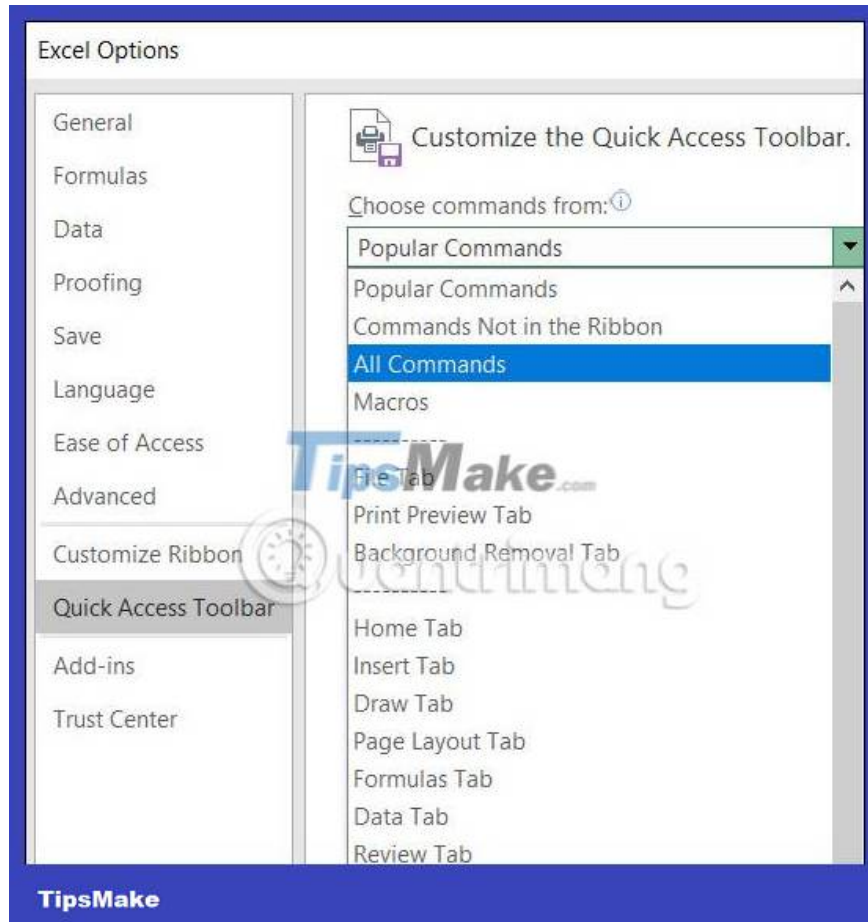
Step 1:

At the Excel interface, click on the File tab and then select **Options** .

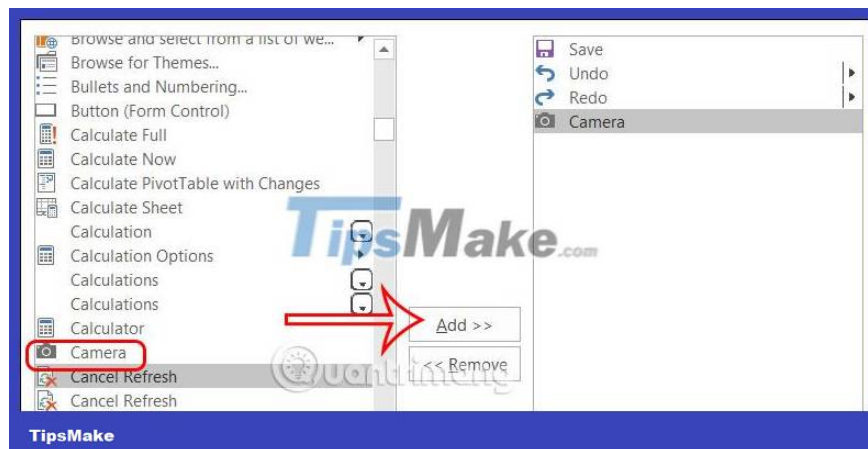


Step 2:

Switch to the new interface, click on **Quick Access Toolbar** then look to the right, click on **All Commands** in the list displayed as shown below.

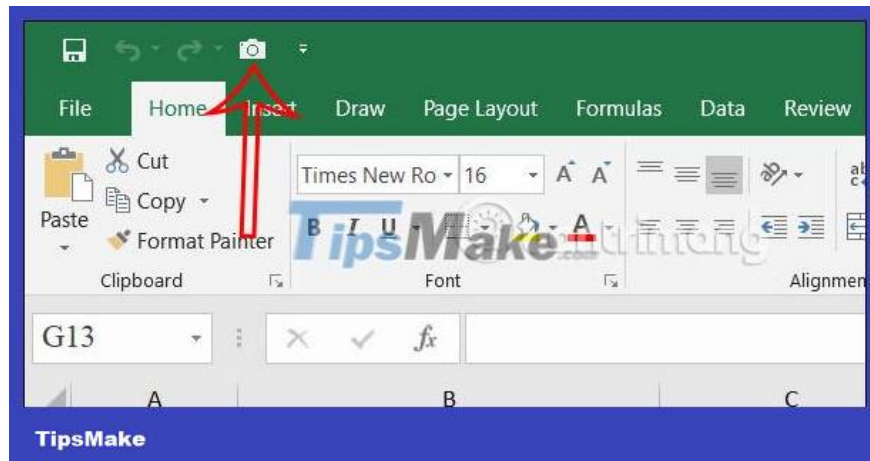


Now you find **the Camera tool** and then click to select this tool, continue to **click Add** to add the tool to Quick Access.



Step 3:

Now in the data table and content in Excel, to **take a photo of any content in Excel** , you first **localize that content** and then **click the camera icon** .



Step 4:

Immediately after that **the content area you selected has been captured** . You just need to switch to another sheet, **draw a frame and release the mouse** . The results of the captured content will be displayed as shown below.

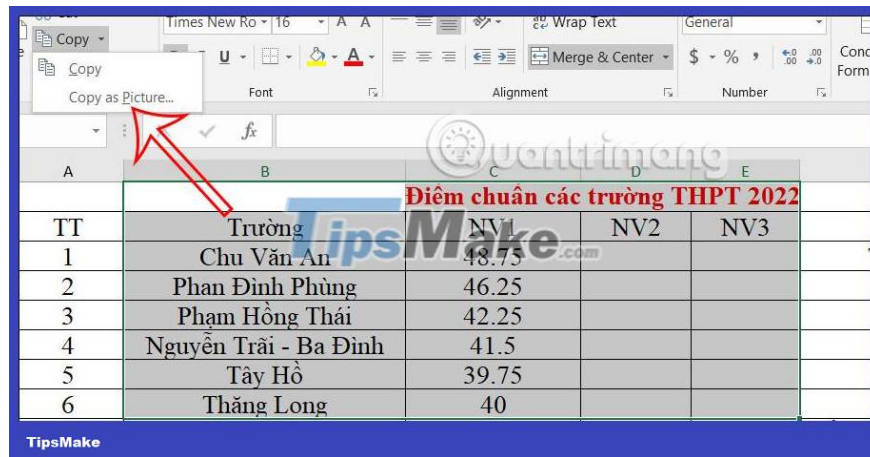
The content is displayed as an image, so you can adjust the image format to your liking.



Take an Excel screenshot using the Copy option

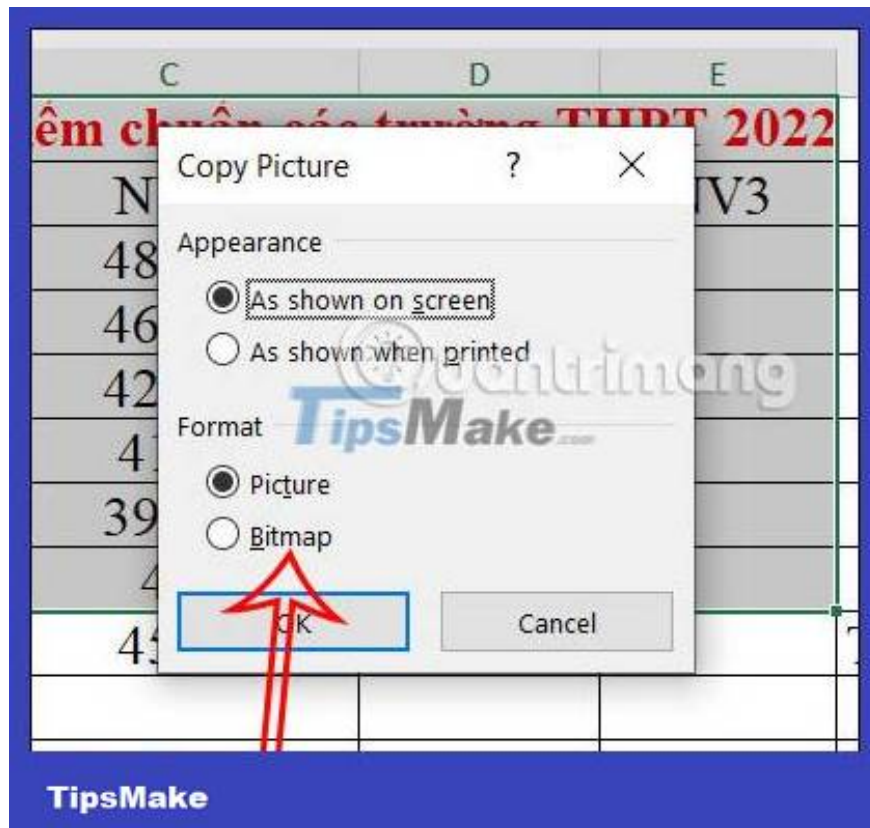
Step 1:

First, you also localize the content you want to take screenshots in Excel. Then click **Copy on the Home tab** and **select Copy as Picture** to copy the content as an image.



Step 2:

To display more pop-up options, click on **Bitmap** and then click OK below.

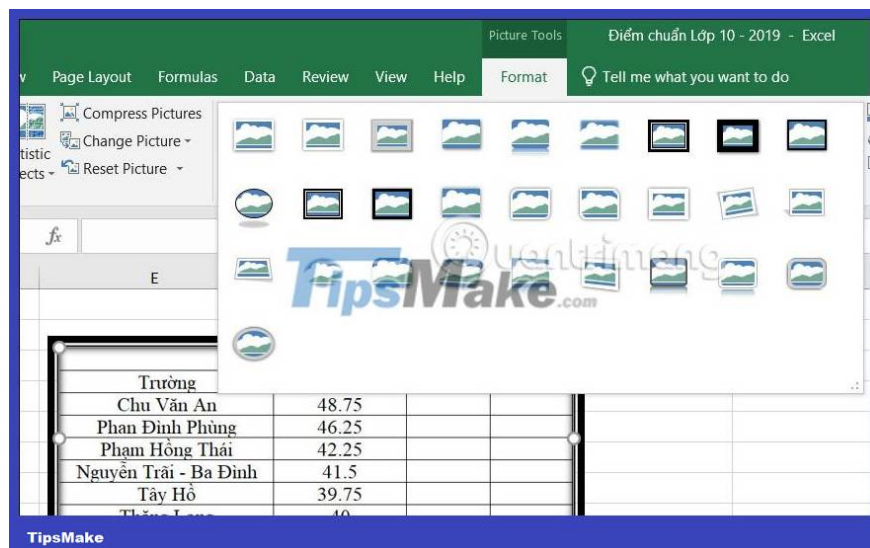


Step 3:

Then you switch to another Excel page to paste the newly captured content. As a result, we get the Excel screenshot as below.

Điểm chuẩn các trường THPT 2022			
Trường	NV1	NV2	NV3
Chu Văn An	48.75		
Phan Đình Phùng	46.25		
Phạm Hồng Thái	42.25		
Nguyễn Trãi - Ba Đình	41.5		
Tây Hồ	39.75		
Thăng Long	40		

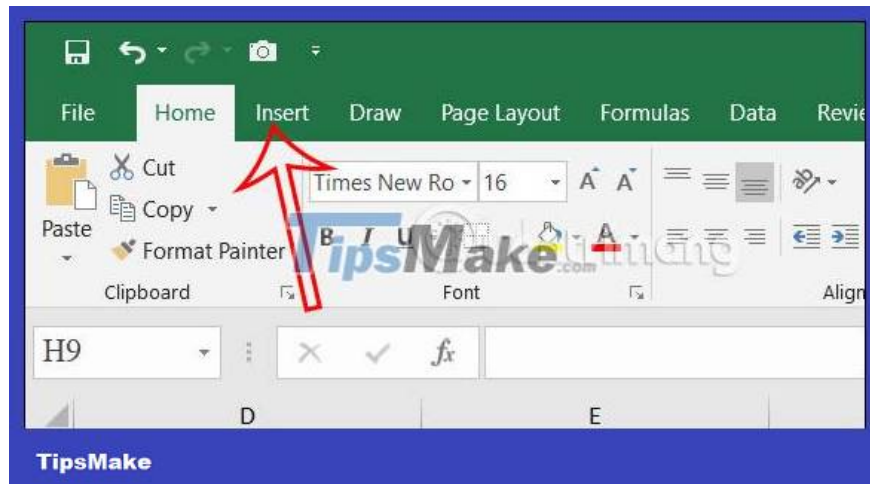
Next, you can also **edit the display interface for images in Excel** if you want.



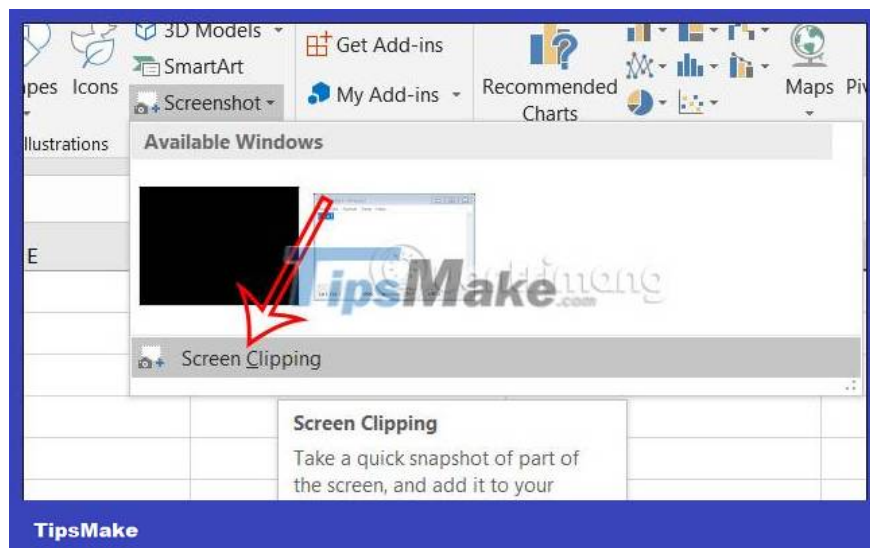
Take a screenshot of your computer screen in Excel

Step 1:

First, open the interface where you want to take a photo to insert into Excel. Then at the Excel interface, **click the Insert tab**.

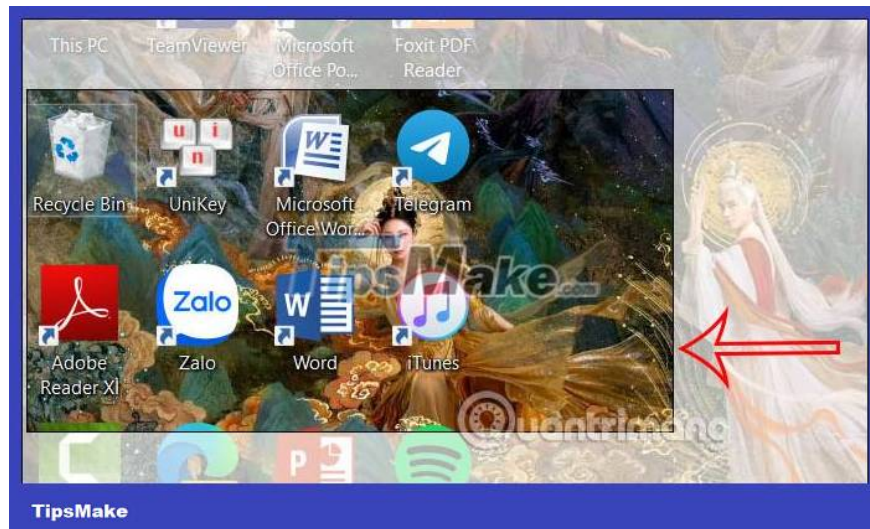


Next, look down at the tool below, **click Screenshot and then select Screen Clipping** .

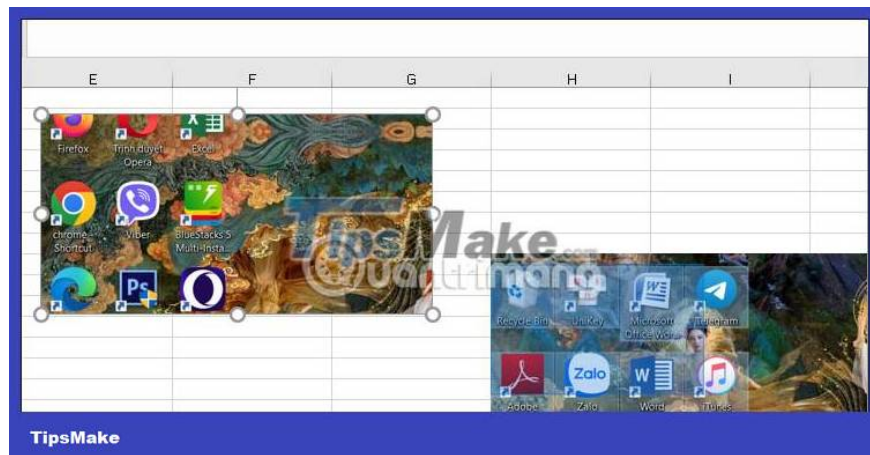


Step 2:

Then use your mouse **to circle the area you want to take a photo** to insert into Excel.



Next **open the Excel interface and release the mouse** , the screenshot will immediately be inserted into Excel as shown below.



Now you can edit the image, crop the image in Excel if needed, change the Excel display interface if desired,.



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