

The Start Menu & The Snipping Tool

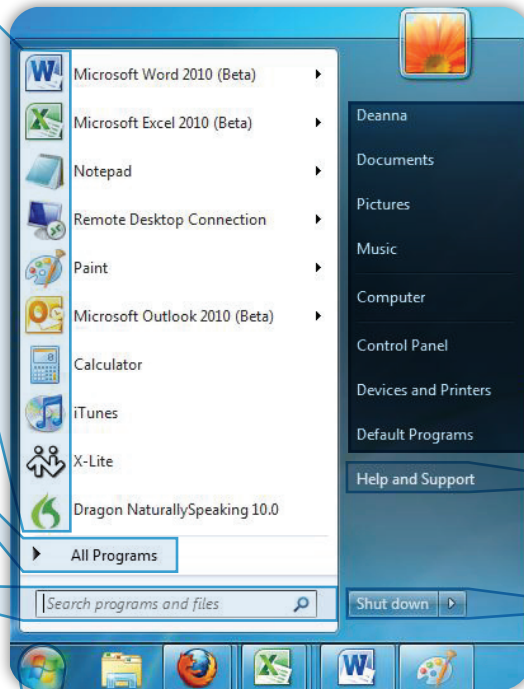
The Start Menu

Applications you use the most

Click each one to launch the program or **Hover** over each one to view recently opened documents

Click to access all programs installed on your computer

Type in this field to search for programs, documents, and any other files



Click any of these to access the corresponding folder

Click for to access options for getting help with a problem

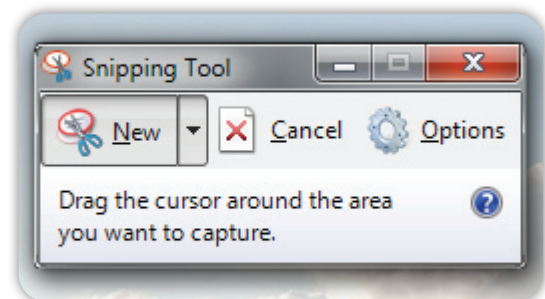
Click for options to switch users, put the computer in a low-power state, lock, restart, or turn off the computer

Click (or press ) to access the **Start Menu** (shown)

The Snipping Tool

The Snipping Tool allows you to drag around an area of your screen to capture it for copying and saving.

1. **Click Start**, and in the Start Search window, type "Snipping."
2. **Click** the Snipping Tool.
3. **Drag** to copy any part of your screen.
4. **Click** File: Save As to save the image to your hard drive.



Get complete Windows 7 and Office 2010 training.

Visit www.KeyStoneLearning.com 1-800-949-5590

KeyStone
Learning Systems