

Make pictures, charts, or other objects align on the page, or with each other, by using "snap to" commands. Snap to options only work in Print Layout. Turn on the snap-to options. Select a chart, picture, or object in the document.



Organize windows, optimize screen space, and maximize your productivity with just a snap. Learn three different ways to multitask and use multiple desktops in Windows 11. Refocus your workflow with Snap Assist



Adjust snap strength or turn snap off. When you create or move a shape, snap pulls shapes and their edges into positions that align with other shapes, ruler subdivisions, grid lines, guides, or guide points. You can specify the types of drawing elements that shapes are snapped to.

## **SNAP FEATURES**





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Snap makes it easier to neatly organize your open windows on your desktop so you can quickly access the things that are important to you, when you need them. You can use Snap to arrange all your open windows using the mouse, keyboard, or the Snap Assist feature.



When you draw, resize, or move a shape or other object in Excel, you can set it so that it will align or "snap" to the nearest intersection in the grid (even if the grid is not visible) or snap to other shapes or objects.

## **SNAP FEATURES**





To position shapes or objects to the closest intersection of the grid, under Snap to, check the Snap objects to grid box. To see the grid on your screen, under Grid settings, check the Display grid on screen box.



Select the Start button, enter snipping tool, then select Snipping Tool from the results. Press Windows logo key + Shift + S for a static image snip. Press Print Screen (PrtSc) for a static image snip. Press Windows logo key + Shift + R for a video snip. Work with your screenshots.