There are several methods for capturing screen shots. Here is a tried and true method that works:

1. When you are at the screen you want to capture, press the 'Print Scrn' button on the keyboard. (*Hint: If you want to eliminate some of the extraneous data at the top and bottom of a page to capture more of a screen, press the F11 key.)
2. Go to 'Start', 'All Programs', 'Accessories' and then 'Paint'. Open the Paint program.
3. In the 'Paint' program, choose 'Edit' and then 'Paste'.
4. Your screen image will be pasted into Paint, where you can edit and save it.
5. You can then import/insert your saved screen shot into any document or power point presentation.