

## PC Tip of the Week: Apply Alternate Row Shading that Updates Automatically

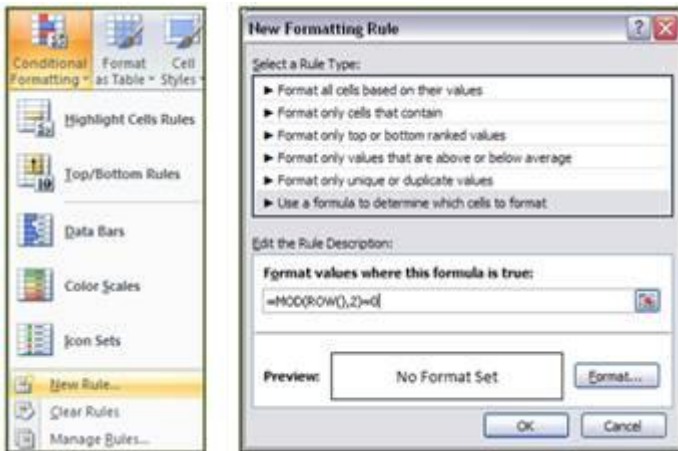
Alternate row shading makes it easier to read large data tables in Excel. By using **Conditional Formatting**, row shading can be applied automatically.

- (1) Highlight the rows to which you want to apply the formatting pattern  
OR click the cell above row one and to the left of column A to 'select all'.

Click here to 'select all' cells.



- (2) On the *Home* tab / *Styles* group, click the **Conditional Formatting** arrow > **New Rule**:
- In the *New Formatting Rule* dialog box, under *Select a Rule Type*, click **Use a formula to determine which cells to format**.
  - In the *Format values where this formula is true* box, enter this formula: **=MOD(ROW(),2)=0**.
- NOTE: To apply shading to alternate columns instead of rows, enter =MOD(COLUMN(),2)=0.



- (3) Click **Format**; in the *Format Cells* dialog box, click the **Fill** tab:
- Select the background or pattern color to use for the shaded rows.
  - Click **OK** and check the *Preview* window of the *New Formatting Rule* dialog box.

- (4) To apply the formatting to your worksheet, click **OK**.

NOTE: Gridlines do not display on rows where shading is applied; to see lines, you'll want to add borders.

### Computer Term of the Week

**MP4:** (short for MPEB-4 Part 14) compressed video files; format used by Apple for video playback on the iPod Video Player; also used by other video players.

### Computer Shortcut of the Week

**Ctrl + ;** enters the current date in a selected cell on an Excel worksheet.