

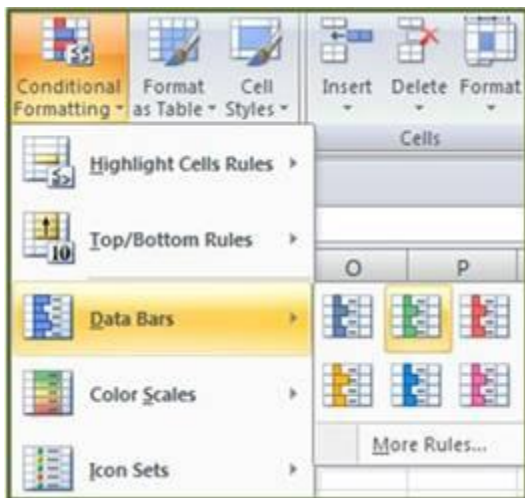
## PC Tip of the Week: Quickly Display Data with *Data Bars* in Excel 2007

An alternative to Excel charts, one that saves time and conserves space, is the *Data Bars* feature in Conditional Formatting:

- Select a range of values.

|   | A  | B  |
|---|----|----|
| 1 | 13 | 22 |
| 2 | 30 | 40 |
| 3 | 26 | 13 |
| 4 | 10 | 16 |

- On the ribbon at the top of the worksheet, click the *Home* tab.
- In the *Styles* Group, click *Conditional Formatting* > *Data Bars*.
- Select an image by color or click *More Rules* for further options.



|   | A  | B  |
|---|----|----|
| 1 | 13 | 22 |
| 2 | 30 | 40 |
| 3 | 26 | 13 |
| 4 | 10 | 16 |

Data bars adjust proportionately if column width is adjusted.

### Computer Term of the Week

**m-commerce:** short for mobile e-commerce and used to describe the growing trend of using networks that interface with wireless devices, such as laptops, handheld computers, or mobile phones to initiate or complete online electronic commerce transactions.

### Keyboard Shortcut of the Week

**Ctrl + K** opens the *Insert Hyperlink* or the *Edit Hyperlink* window in MS Office applications.