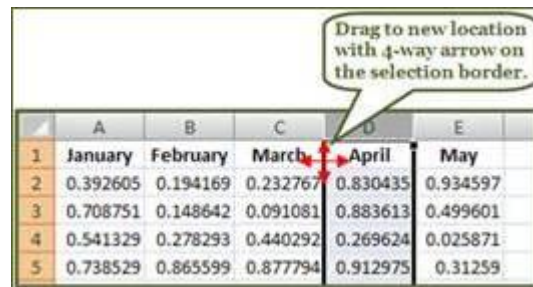


## PC Tip of the Week: Move Rows & Columns of Data in Excel

Easily rearrange data in an Excel worksheet by moving rows or columns—without using copy/paste or replacing existing data:

- Select single or multiple rows or columns by clicking on the header(s).
- Hold down the **Shift** key.
- Hover the mouse pointer over the selection border until it changes to a 4-way arrow.
- Drag with the 4-way arrow to move the selected row(s) or column(s) to a new location.



### Computer Term of the Week

**frame:** in the computer world, a frame can be many different things: (1) some Web sites use HTML frames, where pages are broken up into various areas - each area consists of an independent Web page - frames allow multiple Web pages to all show up in the same page; (2) in graphics and desktop publishing programs, frames are rectangular areas meant for inserting graphics and text - they allow users to place objects wherever they want on the page; (3) in video and animation, frames are individual pictures in a sequence of images - for example, a Flash movie on the Web may play 12 frames per second, creating the appearance of motion.

### Keyboard Shortcut of the Week

**Ctrl + Shift + &** applies outline border to selected cells.