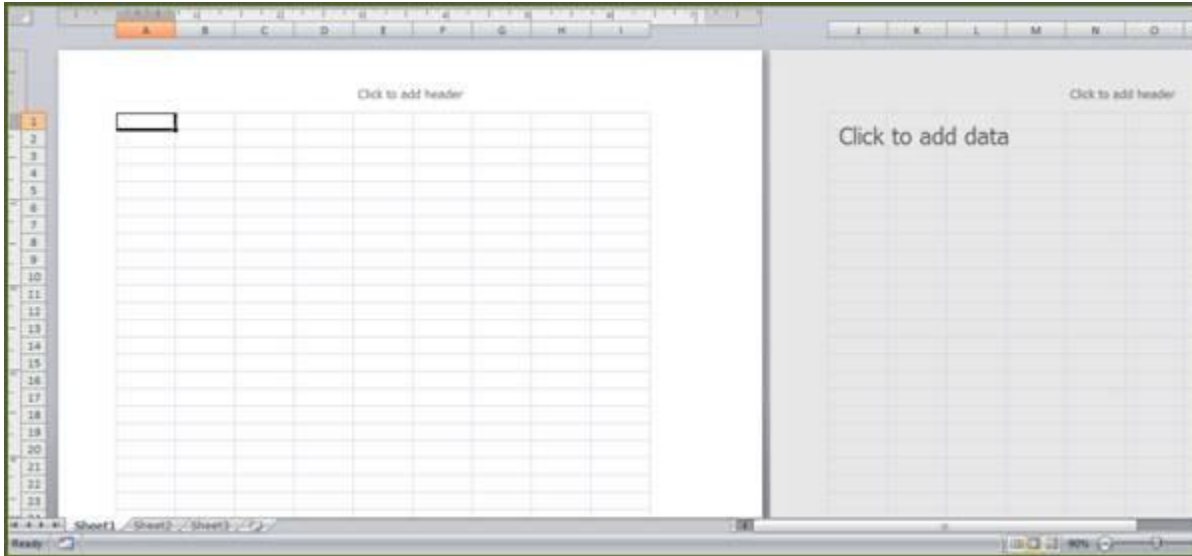
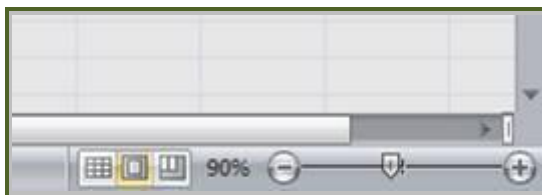


## PC Tip of the Week: Page Layout View in Excel

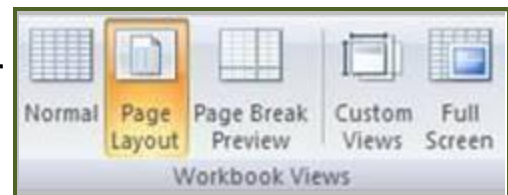
Word users often work in the *Page Layout* view; in Excel 2007, now users can also work in the *Page Layout* view. This view shows headers, page breaks, rulers, and more, and can help minimize the amount of adjusting needed to best display data on a worksheet.



To switch between Normal, **Page Layout**, and Page Break Preview views, click the **Views buttons** on the **Status bar in the bottom right corner** of a worksheet window OR click the **Views buttons** on **View tab on the ribbon at the top** of a worksheet window:



⇐ Status bar  
OR  
View tab ⇒



### Computer Term of the Week

**e-commerce** (electronic commerce): business conducted over the Internet using any of the applications that rely on the Internet, such as e-mail, instant messaging, shopping carts, and Web services, among others; e-commerce can be between two businesses transmitting funds, goods, services, and data or between a business and a customer.

### Keyboard Shortcut of the Week

**Ctrl + 5** applies or removes strikethrough formatting to selected cells.