

PC Tip of the Week Create Diagrams in Office 2007

It's said that *a picture is worth a thousand words*. When you have information that might best be displayed visually instead of with text, don't forget the diagrams available in Word, Excel, and PowerPoint—like a **Venn** diagram, a **pyramid**, or a **cycle**. Once you insert a diagram into your document, it can be customized to fit your needs.



On the **Insert** tab, click the **SmartArt** button; click to make a selection; click **OK**:



Computer Term of the Week

vishing: a variant of *phishing* which is the practice of "fishing" for victims and luring unsuspecting Internet users to a fake Web site; although *phishing* is online through e-mail, *vishing* uses a combination of e-mail and phone, or sometimes just the phone (example: sending text messages to cell phones instructing victims to contact the fake online bank to renew their accounts).

Keyboard Shortcut of the Week

CTRL + d duplicates a selected object.

NOTE: In Word, image must first be set to 'tight' text wrapping.