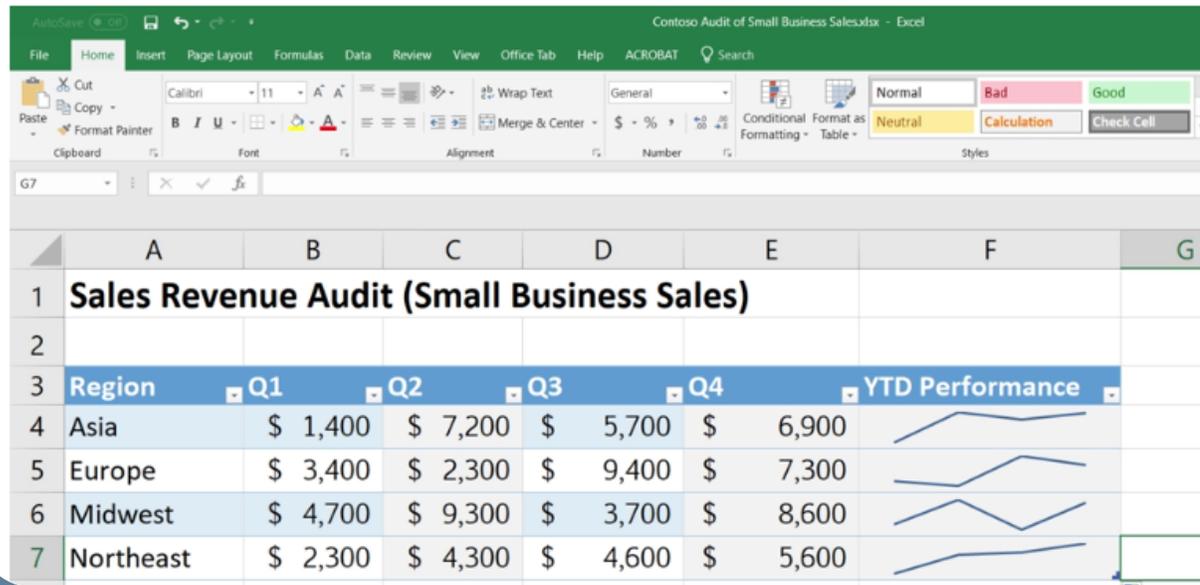


The power of Ignore: If you find yourself stuck in an email thread that seems to go on forever or that isn't relevant to you in the first place, take advantage of the Ignore feature in Outlook. Ignore deletes not only the messages you've already received, but any future messages in the same conversation. To ignore an email conversation in Outlook, right-click a conversation in the message list, and in the drop-down menu that appears, click **Ignore**.

Edit PDFs with Google Docs! You can save time by using Google Docs instead of a more-expensive PDF editor to alter a PDF document.

First, upload your document to Google Docs; then check the *Convert text from PDF and image files to Google documents* box, which converts a PDF document into an editable rich-text document (this works best if the PDF is mostly text). You can then edit it online and redownload the document as a PDF or text file.

A sparkline is a tiny chart in a worksheet cell that provides a visual representation of data. Use sparklines to show trends in a series of values, such as seasonal increases or decreases, economic cycles, or to highlight maximum and minimum values. Position a sparkline near its data for greatest impact.



Visualize your numbers: Figures presented in a row or column in Excel can be useful, but an avalanche of data can easily overwhelm the viewer. To help people see patterns and trends at a glance, use Sparklines in Excel--embedded word-size graphics.

To create Sparklines in Excel, select an empty cell that you want to insert Sparklines in. Open the *Insert* tab in the toolbar at the top, and click *Sparklines*. Then click the type of Sparkline that you want to create. In the Data box, type the range of the cells containing the data that you want to base the Sparklines on, and click OK.

Watch the video at:

<https://support.office.com/en-us/article/use-sparklines-to-show-data-trends-1474e169-008c-4783-926b-5c60e620f5ca>