



ERRATA REPORT

Word 2007: Comprehensive

Depending on the print version of the book you are using, some or all of the following errors may be corrected.

Lesson 1

Under **Dialog Box Launcher**

 Some groups include a Dialog Box Launcher in the bottom-right corner of the group. This means that there are additional commands available for the group. Clicking the launcher opens the dialog box, or it may open a task pane, which, like a dialog box, houses additional [commands](#) 

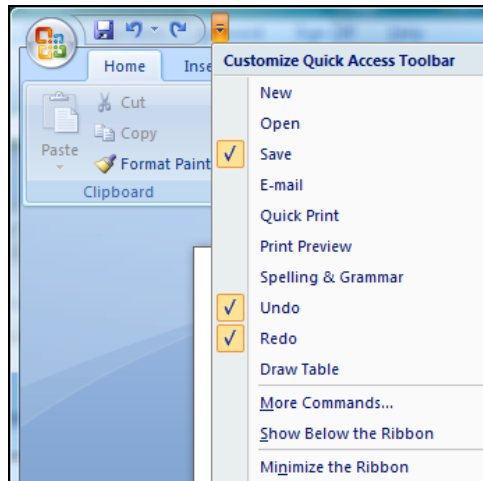
Under **Quick Access Toolbar**

Revised figure:



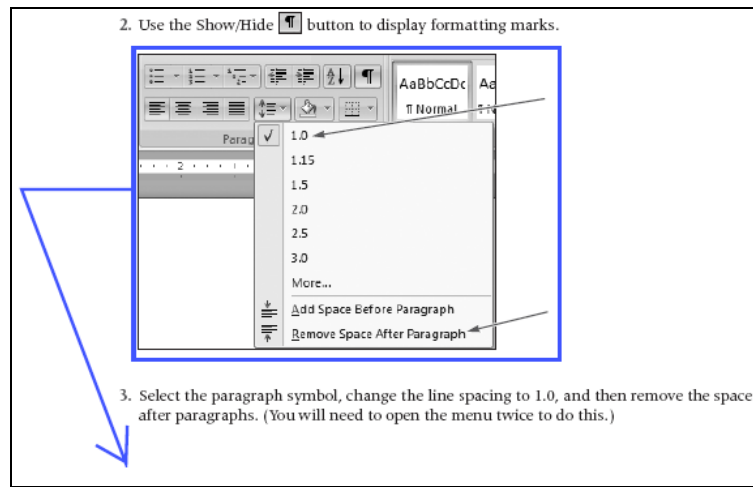
Under **Dialog Box Launcher**

Revised figure:



Lesson 2

Skill Builder 2.1 #2–3



The figure under step 2 should actually be placed under step 3.

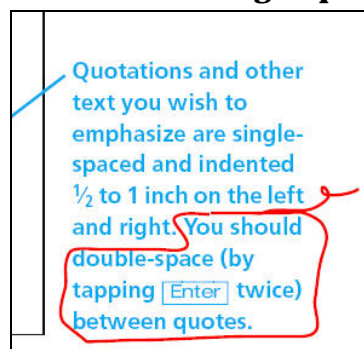
Lesson 3

Skill Builder 3.3 (instructions)

Revised instructions: In this exercise, you will practice using the Find and Replace feature.

Lesson 4

Under **Formatting Reports**




The last sentence of the bottom-right callout should be deleted.

Hands-On 4.4 #4–5

Note: Word may have a bug that could cause the exercise to malfunction in steps 4 and 5.

Hands-On 4.5 #6*Revised step:*

6. Choose Home→Paragraph→Line Spacing  from the Ribbon, and choose ~~Remove After Paragraph Spacing~~ from the menu.
- Remove Space After Paragraph*

Hands-On 4.14 #3*Revised step:*

3. Double-click the body of the document to close the footer area.
4. Scroll through the document and observe the page numbering.
The numbering appears grayed out, but it will print like normal text. Header and Footer text is grayed out to let you know that it is not part of the body of the document. You'll learn more about Headers and Footers in Lesson 10, Creating a Research Paper.
5. Save your report and close it.


Multiple Choice #3C

Revised answer option: The bottom triangle on the indent marker is used to modify the first line of a paragraph.

Lesson 5**Hands-On 5.9 #4***Revised step:*

4. When the Label Options dialog box appears, if necessary, choose Avery US Letter from the ~~Label Products~~ drop-down list, and then choose 5160 from the Product Number list.
- Label Vendors*

Lesson 6**Skill Builder 6.1 #1***Revised step:*

- Use the scroll down  button in the Table Styles group to scroll ~~to the seventh row~~ *down seven rows* and apply the sixth format in that row, Medium List 2 – Accent 4. The style location may vary. If necessary, use ToolTips to locate the style, or choose a different style.

Lesson 7**Hands-On 7.3 #8A**

Note: Your double-headed arrow may appear white instead of black.


Hands-On 7.6 #5*Revised step:*

- Click the object just below the subtitle object*
5. Hover the mouse ~~pointer over the object~~ *just below the subtitle object*, and you see a tab labeled Author.

Skill Builder 7.1 #7*Revised step:*

7. Choose Format→WordArt Styles→Shape Fill  from the Ribbon.

Skill Builder 7.1 #25*Revised step:*

25. ~~Hover the mouse pointer over the object,~~ beginning with the text *Type the abstract...*


Lesson 10**Hands-On 10.8 #10***Delete step 10 entirely. No replacement text.***Lesson 12****Hands-On 12.3 #9–16***Revised step 9:*

9. Continue through the document, accepting and rejecting changes as indicated:

- Accept the new bullet point in the Payment for Services section.
- Accept the new bullet point in the Course Development Practices section.
- Reject the deletion in the Course Development Practices section.
- Accept the first two edits in the last paragraph of the document.
- Reject the third edit in the last paragraph of the document.

*Current steps 10–15 should be deleted. Skip to current step 16.***Skill Builder 12.1 #12***Revised step:* Accept the next two revisions.**Lesson 13**Under **Quick Reference: Assigning a Macro to a Toolbar Button...***Revised third bullet:* Click the button icon in the Assign Macro To area of the dialog box to display the Word Options dialog box.**Hands-On 13.10 #1***Note:* You may have to choose Restrict Formatting and Editing from the menu to open the task pane.**Hands-On 13.10 #7***Note:* Word may have a bug that could cause the exercise to malfunction in steps 8–10.

Skill Builder 13.3 #5

Insert new step: Choose Home→Styles from the Ribbon and click the No Spacing style in the Quick Styles gallery to set the line spacing at 1.0 and remove the after-paragraph spacing.

Skill Builder 13.4 #7

Note: You may have to choose Restrict Formatting and Editing from the menu to open the task pane.

Lesson 14**Hands-On 14.5 #1**

Note: You may have to choose Restrict Formatting and Editing from the menu to open the task pane.

Hands-On 14.7 #1A

Revised step: Click the Tools button at the bottom of the dialog box.

Skill Builder 14.4 #1

Note: You may have to choose Restrict Formatting and Editing from the menu to open the task pane.

Assessment 14.6 #4

Revised step: Close the file.