



ERRATA REPORT

Word 2007: Level 1

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](#) related to the group. 

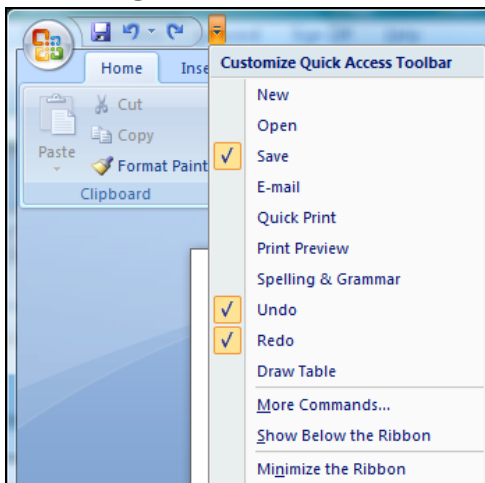
Under **Quick Access Toolbar**

Revised figure:




Under **Dialog Box Launcher**

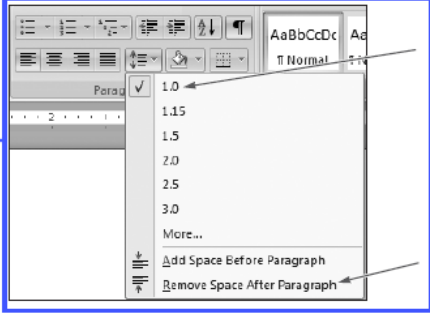
Revised figure:



Lesson 2

Skill Builder 2.1 #2–3

2. Use the Show/Hide  button to display formatting marks.



3. Select the paragraph symbol, change the line spacing to 1.0, and then remove the space after paragraphs. (You will need to open the menu twice to do this.)

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

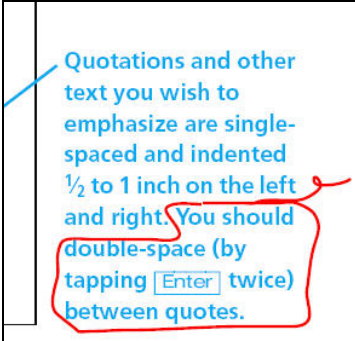
Lesson 3

Skill Builder 3.3 (instructions)

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

Lesson 4

Under **Formatting Reports**




Quotations and other text you wish to emphasize are single-spaced and indented $\frac{1}{2}$ to 1 inch on the left and right. You should double-space (by tapping **[Enter]** twice) between quotes.

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~~