


ERRATA REPORT

Word 2007: Level 2

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

Lesson 1**Skill Builder 1.1 #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 2**Hands-On 2.3 #8A**

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

Hands-On 2.6 #5

Revised step:

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

Skill Builder 2.1 #7

Revised step:

- 7. Choose Format→WordArt Styles→Shape Fill  ^{menu ▼} from the Ribbon.

Skill Builder 2.1 #25

Revised step:

- 25. ~~Hover the mouse pointer over the object,~~ ^{Click the object} beginning with the text *Type the abstract....*

Lesson 5**Hands-On 5.8 #10**

Delete step 10 entirely. No replacement text.