ERRATA REPORT

Microsoft Office 2007 Essentials

Depending on the print version of the book you are using, some or all of the following errors may be corrected.
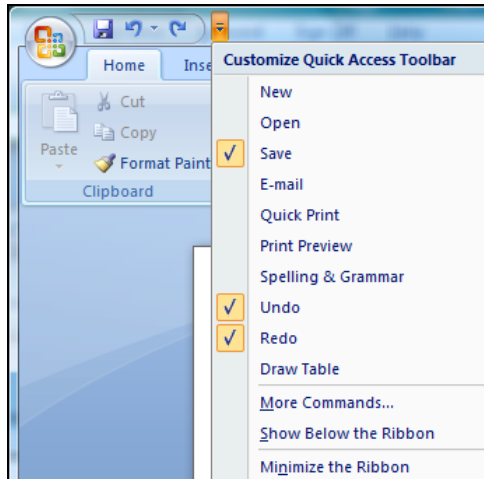
Lesson 6

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 *The Quick Access Toolbar*
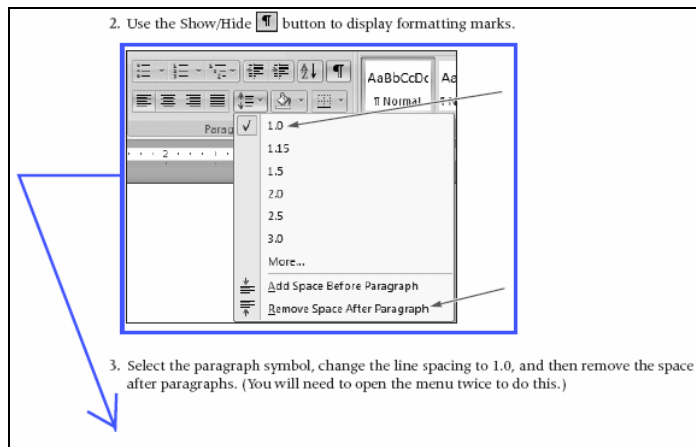
Under *Moving the Quick Access Toolbar*

Lesson 7

Skill Builder 7.1 #2–3

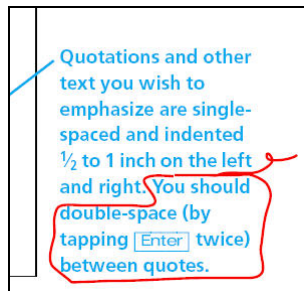*The figure under step 2 should actually be placed under step 3.*

Lesson 8

Skill Builder 8.3

The instructions should read: *In this exercise, you will practice using the Find and Replace feature.*

Lesson 9

Under *Formatting Reports*

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

Hands-On 9.4 #4–5

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

Hands-On 9.5 #6

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

Hands-On 9.14 #3

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

Rewrite: *The bottom triangle on the indent marker is used to modify the first line of a paragraph.*

Lesson 10

Hands-On 10.9 #4

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 11

Skill Builder 11.1 #1

- Use the scroll down ⬚ button in the Table Styles group to scroll ~~to the seventh row~~ 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.
  down seven rows

Lesson 14

Under *Working with Formulas and Functions*

A formula is simply a math problem done in Excel. You can add, subtract, multiply, divide, and group numbers and cell contents in order to make your data work for you. A function is a prewritten formula that helps to simplify complex procedures, both for numbers and for text. For instance, a (function) can be used to sum a group of numbers, to determine the payment amount on a loan, and to search for text.

The word "formula" should be "function," as shown here.
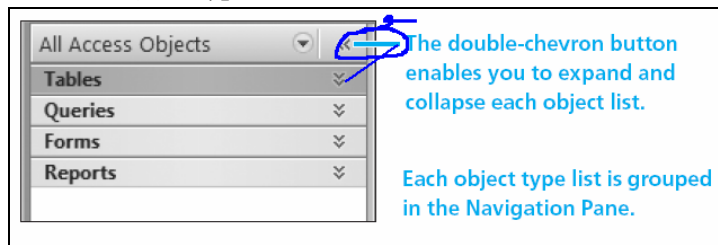
Lesson 16

Hands-On 16.2 #4

Point (don't click) over the ~~Insert~~ Home→Cells→Insert ⬚ button on the Ribbon as shown.

Lesson 21

Under *Object Types*

The line should point to the double-chevron on the Tables row, not the All Access Objects row.