

# 11e ERRATA LIST FOR STUDENTS: Posted 8.5.18

Printed Reference Manual (in textbook and Word Manual) .....	1
Textbook & GDP.....	1
Word Manual.....	2

**Directions:** Errata corrections are noted via GDP screen instructions. Look for “IMPORTANT” notes most often found in the left panel of your GDP screens for instructions. Edit your textbook and Word Manual as indicated in those screen notes and in the list of pending corrections below. [The Word 2016 Manual is now available within GDP and includes any updates and corrections. Click the \*\*Word Manual & Reference Manual\*\* tab to access the Word 2016 Manual. For other Word Manual corrections see the list below. The year shown in red under the \*\*Page\*\* column indicates the relevant Word Manual.](#)

Printed Reference Manual (in textbook and Word Manual)	
<b>NOTE:</b> The year shown in red under the Page column indicates the relevant Word Manual.	
Page	Description
R-3A (2007/2010)	At the bottom of this letter at the end of “Vice President for Operations,” insert ↓2X followed by a blank line and insert the reference initials “jc” on the next line.
R-9A (2007/2010/2013)	In the second footnote, delete "Home page."
R-9B (2007/2010)	In the WWW page example, delete "Home page."
R-11C (2007/2010)	In Row 2, Column B, move the ↓1X, to the left and place it in Row 2, Column A, under the “12” in “MARCH 12.”
R-13B (2007/2010)	Change “3 spaces” to “5 spaces” in the second blue callout.

Textbook & GDP	
Page	Description
68D, p. 262	Step 2 in the textbook should read as follows: In a double-spaced document press ENTER 1 time before the table. Change to single spacing, and insert and type the table. Click outside the table, and press ENTER 1 time. Change to double spacing, and continue typing the double-spaced document.
p. 352, R. 86-60	The behavior of the styles described in your textbook on page 350 (for example, the Title style automatically bolds; the Heading 2 style automatically applies italic and bold and inserts a blank space above the heading) might be different in your Word version. For this job, use the default styles for your Word version. However, insert blank line above any paragraphs that need it, such as above the last two paragraphs in the INTERCULTURAL SEMINARS section.
p. 354, R. 87-61	Insert a blank line above any paragraphs that need it, such as above the last two paragraphs in the SEMINAR CONTENT section.
p. 358, R. 88-62	Insert a blank line above any paragraphs that need it, such as above the second paragraph in the Language section. If Table 1 splits between 2 pages, use Widow/Orphan control to keep lines together: Select the table; from the Home tab, Paragraph group, click the <b>Dialog Box Launcher</b> ; from the Paragraph dialog box, Line and Page Break tab, check <b>Keep with next</b> , <b>OK</b> .
p. 362, R. 89-63	Insert a blank line above any paragraphs that need it, such as above all the paragraphs in the Religion, Values, and Ethics section.
SB-4	<p>Replace the existing 76 wpm paragraph copy with this one:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Compatibility refers to when a computer is able to share information with other computers or to communicate with computer hardware. It also could be achieved through other different methods.</p> </div> <ul style="list-style-type: none"> <li>Line 2: Delete “also”; insert “with” at the end of the line.</li> <li>Line 3: Replace “with different” with “computer”; insert “also” after “It”; replace “accomplished by” with “achieved through.”</li> <li>Line 4: Insert “different” before “methods.”</li> </ul>

## Word Manual

**NOTE:** The Word 2016 Manual is now available within GDP and includes any updates and corrections. Click the [Word Manual & Reference Manual tab](#) to access the Word 2016 Manual. For other Word Manual corrections see the list below. The year shown in red under the **Page** column indicates the relevant Word Manual.

Page	Description
<b>Index (2007)</b>	In the “A” section, “AutoFormat feature,” delete “135” from the page numbers.
<b>Index (2007)</b>	In the “V” section for “Vertical centering,” change “78” to “79.”
<b>Index (2016)</b>	In the “T” section, add “Table of Contents . . . 102-104” before “Tables.”
<b>R-9B (2007)</b>	In the WWW page example, delete "Home page."
<b>L. 22, p. 12 (2013)</b>	Under “With the Keyboard,” third paragraph, replace the entire paragraph with this: Press <b>CTRL+F</b> ; from the <b>Navigation</b> pane, <b>Search</b> document box, click the list arrow; click <b>Go To</b> tab; in the <b>Enter page number</b> box, type the desired page number; click <b>Go To, Close</b> .
<b>L. 24, p. 29 (2007)</b>	Insert this sentence after the last bulleted item in the list at the top of the page: Under <b>Exceptions for</b> , verify that these boxes are unchecked: <b>Hide spelling errors in this document only</b> and <b>Hide grammar errors in this document only</b> .
<b>L. 25, p. 41 (2007/2010)</b>	Change step 2 to read as follows: Explore the contents until you find information on the formatting of e-mail messages.
<b>L. 37, p. 74 (2007/2010/2013)</b>	In the section “To merge several cells into a single cell,” change step 3 “Type the desired information in the merged cell . . .” to “Type <b>and center</b> the desired information in the merged cell . . .”
<b>L. 51, p. 107 (2013)</b>	In steps 2 and 4 of the Practice exercise, change “Table Styles group” to “Borders group.”
<b>L. 103, p. 171 (2010/2013)</b>	Step2 should read, “Under the <b>Insert Shapes</b> group, click the <b>Edit Shape</b> button, <b>Change Shape</b> , and click the desired shape.
<b>L. 103, p. 172 (2007)</b>	In the first sentence on the page after “transparent,” insert a space. Then insert “from the <b>Text Box Styles</b> group,” after the space.