

11e ERRATA LIST FOR STUDENTS: Posted 6.1.18

Printed Reference Manual (in textbook and Word Manual)	1
Textbook.....	1
Word Manual.....	3

Directions: Edit your textbook and Word Manual as noted in this list. Depending on your book's edition, the error might have already been corrected. Most corrections are noted via GDP screen instructions. Look for "IMPORTANT" notes in the left panel for instructions similar to this one. Edit your textbook and Word Manual accordingly.

IMPORTANT
Your textbook may have a printing error. The directions on page 5 should read "press Enter 1 time."

Printed Reference Manual (in textbook and Word Manual)	
Note: 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	
Page	Description
p. 15, line 19, 4E	The words in this line should read as follows: sill kill fill fall tall Hall Hill Jill jilt jolt
p. 20, line 17, Enrichment L. 5	The words in this line should read as follows: a unit of blood; a bleak outlook; hurt just a bit
p. 116, Report 32-3	If this document includes any one-liners, use Widow/Orphan control as described in the Word Manual, Lesson 32.
p. 182: 49H	In the Bibliography illustration for the WWW page entry, delete "Home page."
p. 200, Report 53-28	Type the boxed table in this job as follows: Type the last paragraph in the document, and press ENTER 1 times Change line spacing to single. Insert a table with 6 rows and 2 columns, and type the table in standard table format.
p. 219, Corr. 58-48	Type the table in this job as follows: Type the last paragraph and press ENTER 2 times. Insert and type the boxed table in standard table format. Click in the blank line below the table, and press ENTER 1 time. Type the e-mail closing lines.
p. 230, Corr. Test 3-54	Type the table in this job as follows: Type the first paragraph and press ENTER 2 times. Insert and type the ruled table in standard table format. Click in the blank line below the table, and press ENTER 1 time. Type the e-mail closing lines.
p. 265, Corr. 68-72	For accurate format scoring, be sure to apply shading using the Borders and Shading dialog box, and select 25% shading from the Style box. See Lesson 68 of your Word Manual.
p. 318, Table 80-38 and Table 80-39	As the last step in this job, remove any italics that were applied by the table style.
p. 319, Table 80-40	To ensure accurate scoring, do not merge Cell A2 and A3. Type "Location," the Column A heading, in Cell A3. In your textbook, step 2 should read, "Bold all text in Rows 1-3, Row 10, and all of Column A." As the last step in this job, remove any italics that were applied by the table style.
p. 322, Table Test 4-41	For accurate format scoring, apply shading from the Table Tools, Design tab, Table Styles group, Shading menu. Apply White, Background 1, Darker 25% for Row 1 and the last row, and Black, Text 1, for Row 3. See step 2 in Lesson 28 in your Word Manual.

Textbook

Page	Description
p. 328, C. 81-77 p. 329, T. 81-42 & 81-43	Use A4 paper.
p. 337, Situation, Lesson 83	Your textbook may have a printing error. On page 337, in the “Situation” paragraph, change the date from June 24 to June 23.
p. 338, Table 83-44	Use A4 paper. For accurate format scoring, be sure to apply shading using the Borders and Shading dialog box, and select 25% shading from the Style box. See Lesson 68 of your Word Manual.
p. 341, Report 84-59 p. 346, Table 85-45	Use A4 Paper.
p. 366, Report 90-65	Refer to Lesson 50, pages 187-189, for all details about formatting the table of contents (starting position, fonts, etc.) before following the steps in your textbook on page 366 for this job. At the end of step 5, center the title.
p. 371, Table 91-47	Your textbook may have a printing error. On page 371, change step 1 to “Insert a table with 3 columns and 15 rows.” Change step 2 to “Merge cells as shown to provide room for individual entries.”
p. 377, Table 92-48	As the last step in this job, verify that text is bolded and aligned as shown in the illustration on p. 377. Remove any italics that were applied by the table style.
p. 384, Table 94-49	Insert a table with 7 rows and 2 columns. Type the information for each of the five types of tumors in separate rows. When you are finished, resize the width of the table columns automatically using AutoFit to Contents.
p. 385, Table 94-50	As the last step in this job, verify that text is bolded and aligned as shown in the illustration on p. 377. Remove any italics that were applied by the table style.
p. 387, Table 95-51	When you are finished typing the table, resize the width of the table columns automatically using AutoFit to Contents.
p. 391, 96D	To ensure accurate scoring, set all tabs at the start of any jobs with multiple tab settings.
p. 405, Table 99-53	As the last step in this job, verify that text is bolded and aligned as shown in the illustration on p. 405. Remove any italics that were applied by the table style.
p. 419, Form 102-4	<p>Replace the existing IMPORTANT note with this information:</p> <p>On page 419, change step 3 as follows: Type the following as the address, and then drag the right border of the text box so each line of the address displays without wrapping. Remove any brackets on the outside of the address.</p> <p>In step 6, select all lines of the template title, type the new title. Then then select all lines of the template subtitle, and type the new subtitle.</p> <p>To complete step 7, refer to Lesson 102 in your Word Manual, steps 12-17, to type the first paragraph in the report, the first side heading, and the three paragraphs below the first side heading. Then, press ENTER 1 time after typing the last paragraph. To type the second side heading and the final two paragraphs, select “Top Three Mistakes” and copy it; click in the blank line below the last paragraph, and paste. Select the pasted side heading, and type “Other Common Mistakes.” Click in the blank line below this side heading, and type the final two paragraphs.</p>
p. 421 Form 102-5	<p>Replace the existing IMPORTANT note with this information:</p> <p>On page 421, change step 3 as follows: Type the following as the address, and then drag the right border of the text box so each line of the address displays without wrapping. Remove any brackets on the outside of the address.</p> <p>In step 6, select all lines of the template title, type the new title. Then select all lines of the template subtitle, and type the new subtitle.</p> <p>To complete step 7, refer to Lesson 102 in your Word Manual, steps 12-17, to type the first two paragraphs in the report, the first side heading, and the three paragraphs below the first side heading. Then, press ENTER 1 time after typing the last paragraph. To type the second side heading and the final paragraph, select “Reviewing Your Budget” and copy it; click in the blank line below the last paragraph, and paste. Select the pasted side heading, and type “Looking Back.” Click in the blank line below this side heading, and type the final paragraph.</p>

Textbook	
Page	Description
p. 434, Form 105-13	In step 5, apply shading using the Borders and Shading dialog box, and select 25% shading from the Style box. See Lesson 68 of your Word Manual. Change step 11 to this: Press TAB 2 times, turn off Small Caps , and change the font size to 20. Insert a round bullet “symbol” as follows: From the Insert tab, Symbols group, click Symbol, More Symbols ; from the Symbols tab, Font box, select Wingdings ; scroll down one row until you see a round black bullet; click it and click Insert . Change step 12 to this: Press TAB 1 time. Press CTRL+Z to undo the automatic bulleted list that is created, then type Dr. Eleanor Clemmons and press ENTER 1 time.
p. 443, Report 107-81	As the last step in this job, verify that table text is bolded and aligned with the correct font size as shown in the illustration on p. 443. Remove any italics that were applied by the table style.
p. 445, Report 107-82	As the last step in this job, verify that table text is bolded and aligned and uses the correct font and size as shown in the illustration on p. 445. Remove any italics that were applied by the table style.
p. 451, Report 109-86	Insert this sentence before step 6: Change to justified alignment.
p. 457, Report 110-89	As the last step in this job, verify that all text in the table is bolded and aligned and uses the correct font and size as shown in the illustration on p. 458. Remove any italics that were applied by the table style.
p. 489, Report 118-96	On p. 489, ignore the highlighting of the word “energy” in the illustration.
p. 499, Report Test 6-98	Create a table with 25 rows and 2 columns. The illustration on page 499 incorrectly shows Row 19 in Column A to the left of the bulleted list under SKILLS split into two rows. Both bulleted items are typed in the same row and Column A should likewise have only one row. Insert the information into the table cells exactly as shown in your textbook on page 499 with the exception of the one error in the illustration.
p. 500, Report Test 6-99	As the last step in this job, verify that table text is bolded and aligned with the correct font size as shown in the illustration on p. 500. Remove any italics that were applied by the table style.
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"> • Line 2: Delete “also”; insert “with” at the end of the line. • Line 3: Replace “with different” with “computer”; insert “also” after “It”; replace “accomplished by” with “achieved through.” • Line 4: Insert “different” before “methods.”

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

Word Manual

Note: The year shown in red under the Page column indicates the relevant Word Manual.

Page	Description
L. 103, p. 172 (2007)	In the first sentence on the page after “transparent,” insert a space. Then insert “from the Text Box Styles group,” after the space.