

11e ERRATA LIST FOR STUDENTS

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Directions: This errata list is based on the first printing of the 11e materials. To find out what printing you’re using, go to the backside of the first page of the textbook. Above the ISBN number, you’ll see a string of numbers. If the first number is a “1,” you’re using the first printing.

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

Other errata items are pointed out in GDP screen instructions. Look for “IMPORTANT” in the left panel for instructions like this one for Lesson 1J:

TEXTBOOK

Page	Description
Reference Manual (also found in the Word Manual and GDP)	
R-3	Insert “jc” as the reference initials at the bottom of this letter.
R-9B	In the WWW page example, delete "Home page."
R-11C	Move the ↓1X in Row 2, Column B, to the left and place it under the date in Row 2, Column A.
R-13B	Change “3 spaces” to “5 spaces” in the second blue callout.
Textbook	
p. 182: 49H	In the illustration for the WWW page entry, delete “Home page.”
p. 184, Report 49-19	Pending GDP note: IMPORTANT Your textbook may have a printing error. On page 184, in the second entry, the word Corpamerica should be shown underlined and should be italicized when you type it.
p. 337, Situation	Your textbook may have a printing error. On page 337, in the “Situation” paragraph, change the date from June 24 to June 23.
p. 488, Report 118-95*	*An update for this item is planned for July 6, 2012. Until that time, continue to type MARCH for the month to ensure correct scoring; Pending GDP note: IMPORTANT Your textbook may have a printing error. On page 488, in the second and third entries in Column A, change the month from MARCH to JUNE.
Skillbuilding	
SB-4	Replace the existing 76 wpm paragraph copy with this one: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> 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. </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

Screen	Pending GDP Screen Directions
Lesson 22D	Your <i>Word 2007 Manual</i> may have a printing error. On page 12, under “With the Keyboard,” the third paragraph should read “Press Ctrl + F ; click the Go To tab; type the desired page number; click Next, Go To, Close .” For the <i>Word 2007/2010 Manual</i> , on page 18, step 1, should read “Click the View tab.” Step 2 should read “From the Window group, click Switch Windows ; from the drop-down list, click any document.” Step 4, should read “From the View tab, Window group, click Arrange All to tile all open windows side by side.”
Lesson 24E	Your <i>Word 2007 Manual</i> may have a printing error. On page 33, step 4 should read “Select ‘November 13-17,’ and apply bold formatting.”
Lesson 28G	Your <i>Word Manual</i> may have a printing error. At the top of page 46, step 1 should read “Skip step 2 in the previous set of steps, and delete any text that might appear in the Address box.”
Lesson 37F	Your <i>Word 2007 Manual</i> may have a printing error. On page 75, step 2 should read “From the Table Tools, Design tab, Table Styles group, click the list arrow next to the Borders button; then click the desired border to apply it or remove it.”
Lesson 38E	Your <i>Word Manual</i> may have a printing error. On page 80, for the Practice exercise, step 2 should read “Select the table, and remove all borders to create an open table.” Step 3 should read “Use Print Preview to view the centered table.”
Lesson 47G	Your <i>Word Manual</i> may have a printing error. On page 94, the last sentence under the section “To insert a header . . .” should read “In step 5, type the author’s last name in place of the shortened title.” On page 96, step 5 should read “Click at the end of the period in the fourth paragraph in the sentence ending in ‘800-number calls’; then press ENTER .”
Lesson 49K	Your <i>Word 2007 Manual</i> may have a printing error. In the illustration on page 99, the first entry should read “Acosta, John C., and Herbert Hightower, <i>Online Advertising</i> , New York Press, New York, 2009.”
Lesson 50G	Your <i>Word Manual</i> may have a printing error. On page 104, step 5 should read “Press ENTER 2 times, change to left alignment, and change the font size to 12 pt. if necessary.”
Lesson 68J	Your <i>Word Manual</i> may have a printing error. On page 111, step 2, the second “Or” statement should read “Click inside the table; from the Table Tools, Design tab, Table Styles group, click the list arrow to the right of the Borders button; click Borders and Shading .”
Lesson 69H	Your <i>Word 2007 Manual</i> may have a printing error. On page 115, the first step 5 should read “When Word finishes, click OK and Close or Cancel .”
Lesson 73I	Your <i>Word 2007 Manual</i> may have a printing error. On page 118, step 2 should read “Click the View Ruler button to display the ruler; note the default header tabs—a center tab is preset at 3.25” and a right tab is preset at 3.25”.” Step 10 should read “Save changes to <i>practice-73</i> , and return to GDP.”
Lesson 74F	Your <i>Word 2007 Manual</i> may have a printing error. On page 121, step 3 should read “Click Continuous to divide text evenly among all the columns.”
Lesson 86D	Your <i>Word 2007 Manual</i> may have a printing error. The illustration on page 141 should look like the second page of the illustration on page 142. Steps 4, 5, and 6 should read as follows: 4. As a precaution before beginning, from the Design tab, Options group, verify that Different first page is unchecked. 5. Insert a header that is suppressed on the first page and displays on subsequent pages. 6. Right-click over the header area, and click Edit Header .
Lesson 88D	Your <i>Word Manual</i> may have a printing error. On page 147, step 10 should read “Bold the report subtitle and date; save changes to <i>practice-88</i> , and return to GDP.”
Lesson 92D	Your <i>Word 2007 Manual</i> may have a printing error. On page 156, step 4 should read “If necessary, remove any bolding in Row 1 from all typed lines except the first two, and bold the last row.”
Lesson 111F	Your <i>Word 2007 Manual</i> may have a printing error. On page 185, in the Practice exercise, below step 4, the last line of the “Or” statement should read “ Alignment section, click Right ; click OK .” On page 186, step 12 should read “Deselect Row 1, and change the Line Weight to 2¼-pt. ; leave all other border settings the same.” For <i>Word 2007/2010 Manual</i> , on page 187, add this note above step 26: Note: If you need to convert the e-mail address in Row 1 to a hyperlink, select the e-mail address; right-click and click Hyperlink, OK .

Screen	Pending GDP Screen Directions
Lesson 112E	Your <i>Word Manual</i> may have a printing error. On the illustration on page 188, three paragraph marks should appear after the complimentary close. On page 194, step 1 hint should read “ <i>Hint:</i> From the Mailings tab, Start Mail Merge , click Select Recipients, Type New List ; click OK when you have finished typing the list.” In the <i>Word 2007 Manual</i> , on the illustration on page 188, the first callout line should point to the fourth paragraph mark under the date; on page 194, the first sentence in step 2 should read “From the Save Address List dialog box, save the data source file as <i>practice-112-data-letter</i> .”
Lesson 115F	Your <i>Word Manual</i> may have a printing error. On page 196, step 2 under the last set of steps should read “From the Mailings tab, Start Mail Merge group, Start Mail Merge button, click the Envelopes button.” On page 201, the first sentence in the step 3 hint should read (<i>Hint:</i> From the Mailings tab, Start Mail Merge group, Start Mail Merge button, click Envelopes .” On page 202, step 3 should read From the Mailings tab, Start Mail Merge group, Start Mail Merge button, click Labels .”