

## Errata to the First Printing

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Page 62	Step 4. "FIND A SYNONYM FOR THE WORD <b>GLAD</b> "
Page 139	The first line, second paragraph should read, "...click <b>Layout</b> → Convert to Text."
Page 153	Step 5 part (c). "Select <b>OK</b> and then select <b>Copy...</b> "
Page 204	Step 2 part (d). "...click cell <b>C3</b> ."
Page 209	Practice step 1 part (e) screen shot. Column F data should have one decimal place.
Page 227	Exercise 1 part (b). "...the time intervals in column A..."
Page 247	Step 4 part (c). "Select cell <b>B7...</b> "
Page 253	Step 3 part (a).2 "The average monthly <b>sales...</b> "
Page 255	Step 3 part (a). "Select cell <b>C3</b> ."
Page 256	Step 4. "FORMAT <b>SCALE</b> "
Page 422	Exercise 10 part (d). Counselor ID should be Size <b>4</b> .
Page 472	Exercise 11 part (b). The query should be named Animated Rentals before 3/16/09.
Page 488	Practice step 2 part (a). "...open <b>Garden Sale...</b> "
Page 489	Practice step 4 part (c). "...the modified <b>Garden Sale.</b> "
Page 544	Step 2 part (i). "...and the "Click to edit Master <b>subtitle</b> style" ..."
Page 555	Step 4 part (c).1 – You do not need to hold down the Ctrl key.
Page 571	Practice step 3 part (d). Students should not make the text italic.
Page 577	Practice heading. The practice heading should read "Jan Flyer" rather than "Jan Meeting."