

Errata to the First Printing

- Page T-5 Chapter 15, "15.6 Where can you go from here?" is located on page 15-13.
Appendix A, "A.5 Displaying ScreenTips" is located on page A-4.
Appendix A, "A.6 Where can you go from here?" is located on page A-4.
- Page 1-12 The text in the margin that reads "ink jet printer" should be changed to "inkjet printer."
- Page 1-17 The text in the margin that reads "netnews" should be changed to "Netnews."
- Page 1-25 Review Question 1 should read "...explain what mathematical operation it was...."
Review Question 9 should read "In what way did Alan Turing and...?"
- Page 1-26 Review Question 27, part (a) should read "Describe the diskette drive, CD/DVD drive,...."
Review Question 41, part (a) should read "If a business needed direct access...?"
Review Question 45, part (b) should read "What is meant by real time?"
- Page 2-19 Review Question 6 should read "List the steps required to change Date Navigator...."
Review Question 17, part (c) should read "What view does not display TaskPad?"
Review Question 19, part (b) should read "...completed task displayed in the TaskPad?"
- Page 3-5 Practice 1, step 7, part (c) should be changed to part (b).
Practice 1, step 7, part (d) should be changed to part (c).
- Page 3-23 The Vocabulary definition for **E-mail** should end with a period.
The Vocabulary definition for **vCard** should be changed to "The standard for creating and sharing virtual business cards over the Internet."
- Page 3-25 Review Question 5, part (b) should read "...e-mail address burgosm@it.lpdatafiles.com."
Review Question 17, part (b) should read "...new folder called Project to the Folder List."
- Page 4-23 Review Question 5, part (a) should read "Esc key."
Review Question 19, part (a) should read "What does closing a document do?"
Review Question 24, part (a) should read "What are the scroll bars used for?"
- Page 6-29 Review Question 3, part (b) should read "...pasted from the Office Clipboard to the location of the insertion point in a document?"
- Page 6-31 Exercise 4, part (c), last sentence should read "Size the picture smaller...."
- Page 6-32 Exercise 9, part (d), last sentence should read "Size the picture if necessary...."
- Page 6-33 Exercise 11, part (d) should read "Format the document as two columns and size the...."
- Page 7-4 Practice 1, step 7, screen capture should have a period displayed after "Mt" in the first column, last cell of the table.
- Page 7-23 Practice 9, step 2, part (a), substep 2 should be deleted.
- Page 7-28 Review Question 19 should read "...in the table of contents to display the corresponding...."
- Page 7-31 Exercise 4 directions should read "The WORKSHOP document last modified in Practice 7 needs formatting...."
- Page 7-32 Exercise 7 should read "...in Chapter 6, Exercise 7 to office@lpdatafiles.com or to an...."
- Page 8-30 Review Question 23, part (c) should read "Which operations are performed last?"

- Page 10-10 Last paragraph, last sentence should read "In the example on the next page, the...:"
- Page 10-31 Review Question 17 should read "...when the data in the worksheet is changed?"
- Page 11-6 Second paragraph, first sentence should read "For example, with the formula =CHOOSE(B2, 500, 400, 250, 100) in cell C2:."
Second paragraph, second sentence should read "Excel displays 500 if the value stored in cell B2 is 1, 400 if the value is 2, 250 if the value..."
- Page 11-24 Review Question 1, part (a) should read "...of how a worksheet can be used to answer...?"
- Page 11-34 Exercise 15 (advanced), second sentence should read "Use Practice 7 from..."
- Page 12-21 The Vocabulary word **Integrated package** should be added with the definition "A package where data from a file created in one application can be easily copied into a file created in a different application."
- Page 12-22 Review Question 2, part (b) should read "...designated in the Window menu."
Review Question 9 "integrated packaged" should be changed to "integrated package."
- Page 12-27 Exercise 9, part (c) should end with the sentence "Change the column widths as necessary so that all the data is displayed entirely."
- Page 13-22 Practice 5, step 1 should read "DISPLAY THE SALES TABLE".
- Page 13-26 Last paragraph, first sentence should read "...complex query is used to display records with data specified for two or more fields."
- Page 13-29 Review Question 7, part (c) should read "List three date/time field formats."
Review Question 10 should read "List the three steps for creating a relational database."
Review Question 20 should read "What are record controls used for?"
- Page 14-27 Review Question 19 should read "List the steps required to sort select query results in ascending order based on..."
- Page 15-3 Last paragraph, second sentence should read "For example, the two reports below contain exactly the same data."
- Page 15-7 Practice 1, step 4, part (a), substep 15 second sentence should read "The Bicycle Rentals report is displayed as shown below:"
- Page 15-12 Second paragraph, second sentence should read "Calculated fields are not sorted..."
Practice 4, step 1 should read "CREATE A PROFIT CALCULATED FIELD".
- Page 15-14 The Vocabulary word **Calculation field** should be changed to **Calculated field**.
The Vocabulary definition for **Grouping data** should be changed to "Makes a report easier to comprehend."
In the Review Questions, "Section 15.1 – 15.3" should read "Sections 15.1 – 15.3."
In the Review Questions, "Section 15.4 – 15.6" should read "Sections 15.4 – 15.5."
- Page 16-23 Practice 6, step 4, part (d) should read "Save and close Vendor Labels."
- Page 16-28 Exercise 4, part (a) should read "...letter, substituting your name for Your Name..."
- Page 16-30 Exercise 5, part (h) should read "...to make sure only the manufacturers of the broken..."
- Page 17-4 Section 17.5, third bulleted item should read "The slide show is ended by pressing the Esc key, or by right-clicking and then selecting..."
- Page 17-10 The third bulleted item should read "...top half of each page and any text that was typed in the notes pane..."
- Page 17-19 Practice 6, step 4, part (f) should read "In the lower-left corner of the PowerPoint..."