

## Microsoft® Office Excel® 2007 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: [www.microsoftpressstore.com/contact-us/errata](http://www.microsoftpressstore.com/contact-us/errata).

Page	Location	Description	Date corrected
	Companion content	The Appearanceacbluprt.jpg file is missing from the Companion Content. The acbluprt.exe file is available for download from the Microsoft Download Center at <a href="http://download.microsoft.com/download/2/f/7/2f771e95-8bf427e-9aa0-6ce225853553/acbluprt.exe">http://download.microsoft.com/download/2/f/7/2f771e95-8bf427e-9aa0-6ce225853553/acbluprt.exe</a> .	4/22/2015
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	Companion content	If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the web at <a href="https://www.microsoftpressstore.com/store/microsoft-office-excel-2007-step-by-step-9780735623040">https://www.microsoftpressstore.com/store/microsoft-office-excel-2007-step-by-step-9780735623040</a> .	
xv	Table, Chapter 13 row, Folder\File column, third item	Reads: Macros\Performance Dashboard.xlsx  Should read: Macros\Performance Dashboard.xlsm	1/1/2007
4	Second paragraph, last sentence	Reads: If you want to open Excel 2007 files in Excel 2000, Excel 2002, or Excel 2003, you can install the Microsoft Office Compatibility Pack for Office Word 2007, Excel 2007, and Office PowerPoint 2007 file formats from this book's companion CD.  Should read: If you want to open Excel 2007 files in Excel 2000, Excel 2002, or Excel 2003, you can install the Microsoft Office Compatibility Pack for Office Word 2007, Excel 2007, and Office PowerPoint 2007 file formats from <a href="http://www.microsoft.com/downloads">http://www.microsoft.com/downloads</a> .	1/1/2007

Page	Location	Description	Date corrected
16	Step 5, first sentence	<p>Reads: Use the navigation controls to display the My Documents\Microsoft Press\Excel SBS\Setting Up\Creating folder.</p> <p>Should read: Use the navigation controls to display the My Documents\Microsoft Press\Excel SBS\Creating folder.</p>	1/1/2007
23	Blue box, USE section	<p>Reads: USE the Route Volume workbook from the My Documents\Microsoft Press\Excel SBS\Setting Up\Creating folder.</p> <p>Should read: USE the Route Volume workbook from the My Documents\Microsoft Press\Excel SBS\Creating folder.</p>	1/1/2007
23	Step 4	<p>Reads: 4. Click the Insert Options button and click Clear Formatting.</p> <p>Should read: 4. On the Home tab, in the Editing group, click the arrow next to the Clear button. Click Clear Formats.</p>	1/1/2007
30	Blue box, USE section	<p>Reads: USE the Route Volume workbook and the Exception Summary workbook from the My Documents\Microsoft Press\Excel SBS\Setting Up\Creating folder.</p> <p>Should read: USE the Route Volume workbook and the Exception Summary workbook from the My Documents\Microsoft Press\Excel SBS\Creating folder.</p>	1/1/2007
43	Step 3	<p>Reads: On the tab bar, click the Sales sheet tab. The Sales worksheet appears.</p> <p>Should read: Create a new worksheet titled "Sales" and select it.</p>	1/1/2007

Page	Location	Description	Date corrected
51	Step 3 through end of steps	<p>Reads: 3. Click Add to Dictionary. Excel 2007 adds the word to the dictionary and displays the next questioned word: TwoDay.</p> <p>Should read: 3. Click Add to Dictionary. Excel 2007 adds the word to the dictionary and displays the next questioned word: withn.</p> <p>Additionally, the following step and result paragraph should be inserted between steps 3 and 4, and the list renumbered accordingly: Click Change. Excel 2007 corrects the word and displays the next questioned word: ThreeDay.</p>	1/1/2007
63	Step 5	<p>Reads: 5. Edit the cell range in the Refers to field to =LastWeekMiles!\$C\$4:\$H\$4, click OK, and then click the check button next to the Refers to field.</p> <p>Should read: 5. Edit the cell range in the Refers to field to =MilesLastWeek!\$C\$4:\$H\$4, click OK, and then click the check button next to the Refers to field.</p>	1/1/2007
72	See Also reader aid	<p>Reads: For more information about the VLOOKUP function, see "Looking Up Information in a Data List" in Chapter 15.</p> <p>Should read: For more information about the VLOOKUP function, see "Looking Up Information in a Data List" in Chapter 7.</p>	1/1/2007
124	Step 18	<p>Reads: Click the upper-right field down arrow and then click 3/14/2007.</p> <p>Should read: Click the lower-right field down arrow and then click 3/14/2007.</p>	1/1/2007
135	Paragraph after step 19	<p>Reads: The red circle around the value in cell K4 disappears.</p> <p>Should read: The red circle around the value in cell J4 disappears.</p>	2/10/2012

Page	Location	Description	Date corrected
154	Blue box, USE section	<p>Reads: USE the ShipmentLog workbook in the practice file folder for this topic. This practice file is located in the My Documents\Microsoft Press\Excel SBS\Database folder.</p> <p>Should read: USE the ShipmentLog workbook in the practice file folder for this topic. This practice file is located in the My Documents\Microsoft Press\Excel SBS\Sorting folder.</p>	1/1/2007
194-195	Steps 18, 22, and 26	<p>Reads: 18. Click the down arrow in the middle field and select =.</p> <p>Should read: 18. Click the down arrow in the middle field and select &gt;=.</p> <p>Reads: 22. Click the down arrow in the middle field and select =.</p> <p>Should read: 22. Click the down arrow in the middle field and select &gt;=.</p> <p>Reads: 26. Click the down arrow in the middle field and select =.</p> <p>Should read: 26. Click the down arrow in the middle field and select &gt;=.</p>	2/10/2012
196	Step 3	<p>Reads: 3. Click in the Input Range field and position the mouse pointer near the top of the Sorting Minutes column header. When the pointer changes to a downward-pointing black arrow, click the header. \$C\$3:\$C\$17 appears in the Input Range field.</p> <p>Should read: 3. Click in the Input Range field and select cells C3:C17. \$C\$3:\$C\$17 appears in the Input Range field.</p>	2/10/2012
221	CLOSE box below image	<p>Reads: CLOSE the Focusing workbook.</p> <p>Should read: CLOSE the Editing workbook.</p>	2/10/2012
304	Before step 1	<p>The following Tip reader aid should be added before step 1: Tip After you open the workbook, click the Microsoft Office button. Navigate to Prepare, and then click View Signatures. When the Signatures window opens, right-click the signature name Curt Frye_Exc... and then click Remove Signature. In the Remove Signature message box, click Yes. If the Signature Removed message box appears, click OK.</p>	2/10/2012