

## Microsoft® Office 2010 Plain & Simple

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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
6	Tip reader aid, last sentence	<p>Reads: You can find out more about Office Mobile 2010 by going to <a href="http://www.microsoft.com/office2010">http://www.microsoft.com/office2010</a>.</p> <p>Should read: You can use Office Mobile 2010 with Windows Mobile 6.5 and Windows Phone 7 smartphones. You can download Office Mobile 2010 directly through Marketplace on your device.</p>	9/30/2011
16	Blank area below figure	<p>The following Tip reader aid should be added: Tip You can use a shortcut key to select a tool from a shortcut menu by pressing the key for the underlined letter in the name of the tool you want to select.</p>	9/30/2011
23	Blank area at bottom of page	<p>The following Tip reader aid should be added: Tip In Word, you can click the Print All Pages arrow (the first item under Settings) and choose the pages you want to print. If you want to print on both sides of the page but your printer doesn't support automatic dual-sided printing, you can do it manually by clicking Print All Pages and clicking Only Print Odd Pages. Click Print to print the pages, and then remove them from the printer, make sure they are in sequential order, and put them back in your printer to print the even pages. Click Print All Pages again, and this time click Only Print Even Pages and click Print.</p> <p>The following Note reader aid should be added: Note The tools available in Print Settings vary from application to application.</p>	9/30/2011

Page	Location	Description	Date corrected
42	Blank area at bottom of page	<p>The following Tip reader aid should be added:</p> <p>Tip After you add the screenshot to your document, you can click it and apply special formatting touches like a shadow, frame, artistic effects, or another style by selecting the tools you want to use on the Picture Tools Format tab.</p> <p>The following Tip reader aid should be added:</p> <p>Tip If you want to save a screenshot to a file so that you can insert it as a picture in other documents, right-click the image and click Save Picture As in the shortcut menu. Select the folder where you want to save the file, enter a file name, and click the Save As Type arrow to select the format in which you want to save the file. Then click Save to save the file so that you can use it again later.</p>	9/30/2011
51	Blank area below figure	<p>The following Tip reader aid should be added:</p> <p>Tip Click Update Services (the tool farthest to the right in the tools row of the Mini Translator) to display a list of services used for translation. You can click Update to select different services or to update the services being used.</p>	9/30/2011
74	Blank area at bottom of page	<p>The following Tip reader aid should be added:</p> <p>Tip You can also add page numbers when you're working with a header or footer in Word. When you click in the header or footer area, the Header &amp; Footer Tools Design tab becomes available. Click Page Number in the Header &amp; Footer group on the left end of the ribbon, and follow the steps on these two pages to add the page number as you want it to appear.</p>	9/30/2011
90	Blank area at bottom of page	<p>The following Tip reader aid should be added:</p> <p>Tip After you get the spacing just the way you want it, you can save the new settings by creating a style you can apply to other text you want to format in this same way. Select the text with the format you want to save, right-click your selection, and point to Style. Click Save Selection As A New Quick Style, enter a name for the new style, and click OK. Now you'll be able to select your new format in the Styles gallery on the Home tab.</p>	9/30/2011
108	Blank area at bottom of page	<p>The following Tip reader aid should be added:</p> <p>Tip You aren't limited to the header and footer styles Word offers in the gallery; you can create your own by changing the font, color, and size; adding lines and pictures; and even inserting document properties like the title or creation date of the document.</p>	9/30/2011
113	Blank area at bottom of page	<p>The following Tip reader aid should be added:</p> <p>Tip You can tell Word whether you want the columns to be applied to a specific section of text (for example, if you want to create a multicolumn list within a long document) or to be used throughout the document by selecting the setting you want in the Apply To field. If you want to create columns for just a portion of text, select the text first, display the Columns dialog box, enter your settings, and click the Apply To arrow. Choose Selected Text. If you want the column changes to apply to the entire document, click Apply To and choose Whole Document. Click OK to apply the settings.</p>	9/30/2011

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116	Blank area at bottom of page	The following Tip reader aid should be added: Tip You can also display the text-wrapping options by right-clicking a picture in your document and pointing to Wrap Text. Then click the option you want to apply to the picture; the text is reflowed according to your selection.	9/30/2011
135	Blank area at bottom of page	The following Tip reader aid should be added: Tip After you've added the table of contents to your document, you can update it easily by clicking the table and pressing F9. Word helps you keep the table of contents up to date so that the page numbers and headings are correct, even after you've added text, moved sections around in the document, or edited the headings in the file.	9/30/2011
162	Step 2	Reads: Right-click one of the selected column headers, and choose Column Width from the shortcut menu to display the Column Width dialog box.  Should read: Right-click one of the selected column headers (F, in the figure), and choose Column Width from the shortcut menu to display the Column Width dialog box.	9/30/2011
163	Lower-left corner	The following Note reader aid should be added: Note The tools on the shortcut menu vary depending on whether you select a column or row header--that is, the letter at the top of a column or the number at the left of a row--or a cell or a range on the worksheet.	9/30/2011
222	Blank area at bottom of page	The following Tip reader aid should be added: Tip You can also draw your own freeform table by clicking the Insert tab, clicking Table, and clicking Draw Table. Drag to draw the table on the slide. On the Table Tools Design tab, in the Draw Borders group, click the Draw Table tool and add rows and columns by clicking the border of the table and drawing a line to the opposite edge of the table border. Continue adding lines until you have the number of rows and columns you want, and then click outside the table to add it to the slide.	9/30/2011
311	Blank area at bottom of page	The following Tip reader aid should be added: Tip After you finish setting up the look of your publication, you can save it as a template if you'd like to use this look for other Publisher files. Click the File tab and click Save As. In the Save As dialog box, enter a name for the file, and click the Save As Type arrow. Click Publisher Template, and click Save. You will be able to start a new Publisher file based on the template by clicking New, clicking My Templates, selecting your new template, and clicking Create.	9/30/2011