

MOS 2010 Study Guide for Microsoft® Word, Excel®, PowerPoint®, and Outlook®

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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.

Page	Location	Description	Date corrected
n/a	Offer page and back cover page	Publisher's Note: We apologize, but early printings of this book included information about a free Learning Plan Assessment, which is not available.	
n/a	n/a	Author's Note: Some customers have requested solution files for the practice exercises. Solution files are not available for the MOS 2010 Study Guide but we'll take that into account for future editions.	
xxv	Second paragraph	Author's Note: The URL is correct in some printings and out of date in others. It should read http://www.microsoftpressstore.com/title/9780735648753	
10	"To move from page to page..." procedure, first line	Reads: Click the Next Screen or Previous Screen button in the center of the title bar Should read: Click the Next Page or Previous Page button in the center of the title bar.	9/6/2013
18	Tip reader aid, second sentence	Reads: You can select up to 5 pages down and 11 pages across by dragging through the grid. Should read: You can select many more pages by dragging through the grid. The number of pages you can select is dependent on your screen resolution.	2/1/2013
20	Second paragraph, fourth sentence	Author's Note: The sentence ("When more than two windows are stacked, the ribbon is hidden automatically.") is no longer valid and should be removed from the content.	
29	Practice Tasks, second task, second sentence	Reads: Then save the document. Should read: Wait one minute, and then save the document.	1/19/2015

Page	Location	Description	Date corrected
59	Last paragraph on page, second line	Reads: ...0.27 centimeters... Should read: ...1.27 centimeters...	2/1/2013
89	"To create a new font set" procedure, step 3	Reads: <ul style="list-style-type: none"> ● In the Heading font list, click the font you want to use for all heading styles. ● In the Body font list, click the font you want to use for all heading styles. Should read: <ul style="list-style-type: none"> ● In the Heading font list, click the font you want to set as the default for all heading styles. ● In the Body font list, click the font you want to set as the default for styles other than heading styles. 	
112	Practice Tasks, third and fourth tasks	Reads: <ul style="list-style-type: none"> ● At the beginning of the WordArt document, insert Welcome Esther Valle! in WordArt style 16 with 44-point text. ● In the WordArt document, change the words Extra! Extra! into WordArt style 21, and change the color of the letters to orange with a red outline. Then set the spacing to Very Loose. Make the object two inches wider, and then apply Shadow style 7. Should read: <ul style="list-style-type: none"> ● At the beginning of the WordArt document, insert Welcome Esther Valle! in a Gradient Fill WordArt Style with 44-point text. ● In the WordArt document, change the words Extra! Extra! into a Fill WordArt style, and change the color of the letters to orange with a red outline. Make the object two inches wider, and then apply the perspective Diagonal Lower Left shadow style. 	2/3/2012
114	"To store a clip art object in the Clip Organizer" procedure	Author's Note: The Clip Organizer might have been modified since the publication of this book, causing it to be inconsistent with the steps provided.	
116	"To link text boxes..." procedure, step 2	Reads: On the Text Box Tools Format contextual tab... Should read: On the Drawing Tools Format contextual tab...	2/3/2012
117	"To save a selected text box..." procedure, step 1	Reads: On the Format contextual tab... Should read: On the Insert tab...	2/3/2012

Page	Location	Description	Date corrected
117	Practice Tasks, third task, last sentence	<p>Reads: Then apply Shadow Style 1 to both boxes.</p> <p>Should read: Then apply an Offset Diagonal Top Right shadow to both boxes.</p>	2/3/2012
166	"To move by one cell" procedure, third and fourth bulleted items	<p>In the third list item, reads: ...Left Arrow key...</p> <p>Should read: ...Right Arrow key...</p> <p>In the fourth list item, reads: ...Right Arrow key...</p> <p>Should read: ...Left Arrow key...</p>	7/15/2011
175	Practice Tasks, first task	<p>Reads: Configure the SalesByCategory worksheet of the PrintArea workbook so that printing with the default settings will print only columns B and C with gridlines.</p> <p>Should read: Configure the SalesByCategory worksheet of the PrintArea workbook so that printing with the default settings will print only columns B and C, and will print gridlines.</p>	
179	"To add a command to a custom group" procedure, step 3	<p>Reads: 3. In the Choose commands pane, locate and double-click the command.</p> <p>Should read: 3. In the Choose commands pane, click the command. Then click the Add button.</p>	7/15/2011
184	"To display properties in a browsing dialog box" procedure, step 2	<p>Reads: 2. If the Tags property is not displayed, right-click any column heading, and then click Tags.</p> <p>Should read: 2. Right-click any column heading, and then click the property you want to display.</p>	7/15/2011

Page	Location	Description	Date corrected
192	Practice Tasks, second and third tasks	<p>Second bulleted item reads: ...on the Ad Buy Constraints worksheet.</p> <p>Should read: ...on the Ad Buy Constraints worksheet into the new worksheet.</p> <p>Third bulleted item reads: Move the Cost Per Ad data to the left of the Total Cost cells.</p> <p>Should read: Move the Cost Per Ad data so that it is immediately to the left of the Total Cost cells.</p>	2/3/2012
212	See Also reader aid	<p>Reads: ...in the Excel Help topic "Create or delete a custom number format."</p> <p>Should read: ...in the Excel Help topic "Create a custom number format."</p>	9/6/2013
214	Practice Tasks, fourth task, first sentence	<p>Reads: On the Expense Statement worksheet of the RowColumnFormatting workbook, and set the entire worksheet so that all entries wrap in their cells.</p> <p>Should read: In the RowColumnFormatting workbook, configure the content of the Expense Statement worksheet so that all entries wrap in their cells.</p>	
218	Practice Tasks, first task	<p>Reads: ...row and column titles...</p> <p>Should read: ...row and column headings...</p>	2/3/2012
219	"To unhide the first row or column of a worksheet" procedure, step 1	<p>Reads: In the Name box to the left of the Formula Bar, enter , and then press Enter.</p> <p>Should read: In the Name box to the left of the Formula Bar, enter A1, and then press Enter.</p>	
222	Practice Tasks, first task, second sentence	<p>Reads: ...contents will print horizontally on two pages of letter-size paper.</p> <p>Should read: ...contents will print in a landscape orientation on two pieces of letter-size paper.</p>	2/3/2012

Page	Location	Description	Date corrected
227	Practice Tasks, first task	<p>Reads: In the SalesReport workbook, and make a copy of the By Product worksheet.</p> <p>Should read: In the SalesReport workbook, make a copy of the By Product worksheet.</p>	9/6/2013
248	"To define a selected cell..." procedure, bulleted item	<p>Reads: In the Name box at the right end of the Formula Bar,...</p> <p>Should read: In the Name box at the left end of the Formula Bar,...</p>	9/6/2013
251	Practice Tasks, first and second tasks	<p>Reads:</p> <ul style="list-style-type: none"> • On the Product Sales worksheet of the CellRange workbook, in cells C95, C101, and C104, calculate the sales total for each category by using a relative cell range reference. • In cell C86 of the Product Sales worksheet, calculate the Cacti sales total by using an absolute cell range reference. <p>Should read:</p> <ul style="list-style-type: none"> • On the worksheet in the CellRange workbook, complete the following tasks: <ul style="list-style-type: none"> o In cells C95, C101, and C104, calculate the sales total for each category by using a relative cell range reference. o In cell C86, calculate the Cacti sales total by using an absolute cell range reference. 	
259	Procedure continued from previous page, Step 2	<p>Reads: In the Size and Properties dialog box...</p> <p>Should read: On the Size page of the Format Chart Area dialog box...</p>	9/6/2013
266	"To delete a shape from a SmartArt diagram" procedure	<p>Reads: Click the shape, and then press the Delete key.</p> <p>Should read: Click the shape's border, and then press the Delete key.</p>	7/15/2011
270	Practice Tasks, second task, last sentence	<p>Reads: Then apply the Powdered style...</p> <p>Should read: Then apply the Powder style...</p>	7/15/2011
270	Practice Tasks, first task	<p>Reads: On the Budget worksheet...insert a stylized budget clip art image...</p> <p>Should read: On the My Monthly Budget worksheet...insert a clip art image that has a budget-related keyword...</p>	2/3/2012

Page	Location	Description	Date corrected
272	Tip reader aid	<p>Reads: Release the mouse button first, and then the Ctrl key. (If you release Ctrl first, Word will move the image instead of copying it.)</p> <p>Should read: Release the mouse button first, and then the Ctrl key. (If you release Ctrl first, Excel will move the image instead of copying it.)</p>	7/15/2011
295	Practice Tasks, first and second tasks	<p>Reads:</p> <ul style="list-style-type: none"> ● In the Sorting workbook, sort the data range on the SalesByCategory worksheet by Category. ● Sort the data range on the SalesByCategory worksheet by Category and then Price. <p>Should read:</p> <ul style="list-style-type: none"> ● In the Sorting workbook, sort the data range on the SalesByCategory worksheet by Category only. ● Sort the data range on the SalesByCategory worksheet by Category and then by Sales. 	2/3/2012
312	Tip reader aid, middle of second line	<p>Reads: ...items with left-pointing arrows display a gallery or menu when clicked.</p> <p>Should read: ...items with right-pointing arrows display a gallery or menu when clicked.</p>	7/15/2011
324	Third bulleted item	<p>Reads: ...legal-size paper...</p> <p>Should read: ...ledger-size paper...</p>	9/6/2013
343	"To switch to Slide Master view" procedure	<p>Reads: ...in the Presentation Views group...</p> <p>Should read: ...in the Master Views group...</p>	2/1/2013
348	"To change the character spacing of selected text" procedure	<p>Author's Note: If the Character Spacing button is unavailable, click the Font dialog box launcher , and then in the Font dialog box, click the Character Spacing tab to display that page.</p>	
348	"To change the case of selected text" procedure	<p>Reads: ...click the Case button,...</p> <p>Should read: ...click the Change Case button,...</p>	2/1/2013

Page	Location	Description	Date corrected
353	Procedure continued from previous page, Step 4	Reads: ...and in the Insert Picture dialog box,... Should read: ...and in the Picture Bullet dialog box,...	2/1/2013
424	"To apply a fancier animation..." procedure, steps 1 and 2	Reads: 1. On the Animations tab, in the Advanced Animation group, click the More button to the right of the Animation gallery, and then at the bottom of the gallery, click the animation category you want. 2. In the Change <Animation> Effect dialog box, click the animation you want. Should read: 1. On the Animations tab, in the Animation group, click the More button. At the bottom of the Animation menu, click More <Animation Category> to display a list of animations in that category. 2. In the Change <Animation Category> dialog box, click the animation effect you want.	9/6/2013
470	Practice Tasks, third task	Reads: On slide 6, erase the line under the word customer. Then highlight the word instead. Should read: On slide 6, erase the line under the word customer, and then highlight the word.	
521	"To change the space allocated to the navigation buttons" procedure, first bullet	Author's Note: To display the move handle, point to the line that divides the Navigation Pane and the navigation button area.	
554	1st Step 1	Reads: 1. Position the cursor in the pane where you want the picture to appear. Should read: 1. Position the cursor in the pane where you want the chart to appear.	
609	The procedure "To cancel recurrence of a Calendar item," step 3	Author's Note: Cancelling the recurrence removes all past and future recurring instances of the appointment. To retain past occurrences, set the End By date to the current date.	

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622	"Medium Detail" bulleted item	Reads: Displays events and shaded, unlabeled bars to indicate appointments and meetings. Should read: Displays events and shaded, unlabeled bars to indicate appointments and meetings.	