

MOS 2013 Study Guide for Microsoft® Excel® Expert

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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
5	Tip reader aid	<p>Reads: Tip After you save a template of your own, the Personal category appears as an option next to the Featured category beneath the template search box on the Open page.</p> <p>Should read: Tip After you save a template of your own, the Personal category appears as an option beneath the Search box on the New page, right next to the Featured category.</p>	
24	First sentence on page	<p>Reads: The Document Inspector includes 10 categories of metadata, all of which are normally selected.</p> <p>Should read: The Document Inspector includes 20 categories of metadata, all of which are normally selected.</p>	
28	Last procedure title	<p>Reads: To remove or delete a chart template</p> <p>Should read: To move or delete a chart template</p>	
52	Second paragraph, last sentence	<p>Reads: If you select the same three values alone, and then drag the fill handle, a menu appears...</p> <p>Should read: If you select the same three values alone, and then drag the fill handle by using the mouse button on the right, a menu appears ...</p>	10/15/2014
62	"To manage conditional formatting rules" procedure, step 2, last bulleted item	<p>Reads: Add a new rule by clicking the Add Rule button.</p> <p>Should read: Add a new rule by clicking the New Rule button.</p>	10/15/2014

Page	Location	Description	Date corrected
69	Tip reader aid	The first sentence in the reader aid should be deleted. Should read: Tip You can remove unwanted saved themes by right-clicking a thumbnail in the Custom category and clicking Delete.	10/15/2014
75	"Practice tasks" sidebar, last bulleted item	Reads: On the Form Controls worksheet, create a new combo box... Should read: On the Form Controls worksheet, create a new group box...	10/15/2014
87	"Using nested functions" section, first paragraph, third sentence	Reads: For example, in the simple nested formula =INT((SUM(B2:B5)),... Should read: For example, in the simple nested formula =INT(SUM((B2:B5)),...	
87	"Using nested functions" section, second paragraph, first sentence	Reads: In the formula =INT((SLN(SUM(B2:B5)),0,5),... Should read: In the formula =INT(SLN(SUM(B2:B5)),0,5),...	
88	Third function in list	Both arguments in the parentheses should be italic. Reads: COUNTIF(range, criteria) Should read: COUNTIF(range, criteria)	
88	Penultimate function in list	Reads: =AVERAGEIFS(sum_range, criteria_range, criteria, criteria_range2, criteria,...) Should read (the last two arguments should be italic): =AVERAGEIFS(average_range, criteria_range1, criteria1, criteria_range2, criteria2,...)	
88	Last function in list	Reads: =COUNTIFS(sum_range, criteria_range, criteria, criteria_range2, criteria,...) Should read (the last two arguments should be italic): =COUNTIFS(criteria_range1, criteria1, criteria_range2, criteria2,...)	
90	Second bulleted item	Reads: Future value =FV(rate, nper, pmt, fv, type) Should read (FV, pv, and type should be italic): Future value =FV(rate, nper, pmt, pv, type)	

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90	Fifth and sixth bulleted items	<p>Reads: Principal payment =PPMT(rate, per, nper, pv, fv) Interest payment =IPMT(rate, per, nper, pv, fv)</p> <p>Should read (PPMT, IPMT, fv, and type should be italic): Principal payment =PPMT(rate, per, nper, pv, fv, type) Interest payment =IPMT(rate, per, nper, pv, fv, type)</p>	
93	"Analyzing securities" section, second sentence	<p>Reads: T-notes mature in 2 to 10 years, pay a semiannual coupon amount, and come in denominations of \$1,000.</p> <p>Should read: T-notes mature in 2 to 10 years, pay a semiannual coupon amount, and come in denominations of \$100.</p>	
94	Table, third row, Description column	<p>Reads: The number of coupon payments per year: 1=annual; 2=semiannual; 3=quarterly.</p> <p>Should read: The number of coupon payments per year: 1=annual; 2=semiannual; 4=quarterly.</p>	
100	Last sentence on page	<p>Reads: For example, if you enter 1/11/14...</p> <p>Should read: For example, if you enter 1/1/14...</p>	
100	"Practice tasks" sidebar, second paragraph	<p>Reads: Open the Excel_3_2 workbook and try performing the following tasks:</p> <p>Should read: Open the ExcelExpert_3-2 workbook and try performing the following tasks:</p>	
102	Last paragraph, third sentence from bottom	<p>Reads: For example, the formula =(DATEVALUE(C2&"-"&C3&"-"&C1)...</p> <p>Should read: For example, the formula =DATEVALUE(C2&"-"&C3&"-"&C1)...</p>	
103	Last sentence on page	<p>Reads: The default return_type is zero, indicating that 1=Sunday and 7=Saturday; a value of 1 indicates that 1=Monday and 7=Sunday; and a value of 3 specifies a number from 0 through 6, where 0=Monday and 6=Sunday.</p> <p>Should read: The default return_type is 1, indicating that 1=Sunday and 7=Saturday; a value of 2 indicates that 1=Monday and 7=Sunday; and a value of 3 specifies a number from 0 through 6, where 0=Monday and 6=Sunday.</p>	

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105	"Practice tasks" sidebar, second sentence	<p>Reads: Open the Excel_3_3 workbook and try performing the following tasks:</p> <p>Should read: Open the ExcelExpert_3-3 workbook and try performing the following tasks:</p>	
119	Last paragraph	<p>Reads: This section describes specific features you can apply to charts to highlight trends in data, how to use chart templates, and how to use sparklines (a feature introduced in Excel 2010 that you can use to insert a chart into a single cell).</p> <p>Should read: This section describes specific features you can apply to charts to highlight trends in data, and how to use chart templates.</p>	
120	Last paragraph	<p>Reads: Or, click More Trendline Options at the bottom of the menu to display the Trendline pane...</p> <p>Should read: Or, click More Trendline Options at the bottom of the menu to display the Format Trendline pane...</p>	
126	Last procedure, step 1	<p>Reads: Right-click the data series, and then click Change Data Series Chart Type.</p> <p>Should read: Right-click the data series, and then click Change Series Chart Type.</p>	
143	Paragraph under screen shot, second sentence	<p>Reads: For example, if you click the Create PivotTable button...</p> <p>Should read: For example, if you click the PivotTable button...</p>	
143	Last paragraph, third line	<p>Reads: The team names do not exist in the Sum of Sales table...</p> <p>Should read: The team names do not exist in the SalesByProduct table...</p>	
148	"Practice tasks" section, last second-level bulleted item	<p>The following should be deleted: Create a hierarchy by using the Division and State fields, and add the hierarchy to the PivotTable.</p>	10/15/2014