

MOS 2013 Study Guide for Microsoft® PowerPoint®

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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
Global		<p>Reads: SkyDrive</p> <p>Should read: OneDrive</p> <p>Reads: SkyDrive Pro</p> <p>Should read: OneDrive for Business</p>	
9	"To create a presentation..." section, last bulleted item	<p>Reads: Click the Personal heading, and then double-click a custom or downloaded workbook template.</p> <p>Should read: Click the Personal heading, and then double-click a custom or downloaded presentation template.</p>	
15	"To create a custom font set" section, step 3	<p>Reads: 3. In the Name box, assign a name to the new color scheme, and then click Save.</p> <p>Should read: 3. In the Name box, assign a name to the new font set, and then click Save.</p>	
21	"Practice Tasks" section, first second-level bulleted item	<p>Reads: ○ Apply the Vapor theme to the presentation.</p> <p>Should read: ○ Apply the Vapor Trail theme to the presentation.</p>	

Page	Location	Description	Date corrected
24	"Display different views..." section, third bulleted item, first sentence	<p>Reads: Reading View In this view, each slide fills the screen.</p> <p>Should read: Reading View In this view, each slide fills the PowerPoint window.</p>	
31	"To maintain backward..." section, step 2	<p>Reads: 2. If prompted to do so, click Continue in the Microsoft Word Compatibility Checker window to convert unsupported features.</p> <p>Should read: 2. If prompted to do so, click Continue in the Microsoft PowerPoint Compatibility Checker window to convert unsupported features.</p>	
38	"To move between slides" section, second procedure, last bulleted item	<p>Reads: Click the P, Page Up, Left Arrow, Up Arrow, or Backspace key.</p> <p>Should read: Press the P, Page Up, Left Arrow, Up Arrow, or Backspace key.</p>	
38	"To move between slides" section, first procedure, last bulleted item	<p>Reads: Click the N, Enter, Page Down, Right Arrow, Down Arrow, or Spacebar key.</p> <p>Should read: Press the N, Enter, Page Down, Right Arrow, Down Arrow, or Spacebar key.</p>	
102	"Insert images" section, second bulleted item	<p>Reads: Online Pictures Royalty-free clip art images from Office.com, web search results from Bing, or images stored in your personal online storage folder</p> <p>Should read: Online Pictures Images that you locate by using Bing Image Search or that you have stored in a SharePoint library, OneDrive folder, Facebook album, or Flickr album</p>	