

Microsoft® Office Professional 2013 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.

Page	Location	Description	Date corrected
i	Title page	Reads: Ben M Shorr Should read: Ben M. Schorr	8/30/2013
xxv	Table, Chapter 16 row, File column	Should read: SampleContentA_Start.pptx SampleContentB_Start.pptx SampleContentC_Start.pptx SampleContentD_Start.pptx SampleContentE_Start.pptx	10/15/2014
xxv	Table, Chapter 12 row, File column	Should read: Fabrikam.potx Fabrikam_Logo_Large.png Fabrikam_White_Small.png SampleContentA_start.pptx SampleContentB_start.pptx SampleContentC_start.pptx SampleContentD_start.pptx SampleContentE_start.pptx SampleContentF_start.pptx	10/15/2014
505-506	After step 4	Two new steps should be added and the existing steps 5 and 6 should be renumbered to 7 and 8. Should read: 5. Click the Seven-Year Financial Summary worksheet tab to activate it. 6. Select cells A10:H10. 7. Click the Quick Analysis button and then click the Totals category. 8. Click the Running Total button.	10/15/2014