Microsoft Excel 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
38	Steps 10, 12, and 13	Step 10 reads: 10 Click cell C6. Should read: 10 Select cells B6:C6. Step 12 reads: …create a new cell C6, and move cells C6:C11 down to accommodate the inserted cell. Should read: …create new cells B6:C6, and move cells B6:C11 down to accommodate the inserted cells. Step 13 reads: 13 In cell C6, enter... Should read: 13 In cell B6, enter 4, and then in cell C6, enter...	
39	Last paragraph, first sentence	Reads: …click the Home tab, click Merge & Center, and then click Merge Cells. Should read: …click the Home tab, click Merge & Center in the Alignment group, and then click Merge Cells.	
96	CLEAN UP line	Reads: Close the PackagingCosts workbook… Should read: Close the SavingsIncentive workbook…	
157	Step 6, second sentence	Reads: Excel deletes the slicer and removes its filter from the table. Should read: Excel deletes the slicer.	

Page	Location	Description	Date corrected
161	First paragraph, last sentence	The following sentence should be deleted: What the SUBTOTAL function doesn't do, however, is change its result to reflect rows hidden by using a filter.	
217	Steps 2 and 3	Steps 2 and 3 should be replaced with a new step 2, and the remaining steps should be renumbered accordingly. Reads: 2 Press Ctrl+* to select the entire data range. 3 Click the Quick Analysis button to display the tools available in the Quick Analysis gallery. Should read: 2 Press Ctrl+Q to select the entire data range and display the Quick Analysis Lens.	