

Microsoft® Office Word 2007 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
	Companion content	<p>The Chapter 8 practice file 04_Bookmarks.docx from the installed sample files produces an error when opening it in Word 2007. A replacement file named 04_Bookmarks.exe is available for download from the Microsoft Download Center at http://download.microsoft.com/download/f/3/c/f3c2047e-ab37-4412-9025-d6a17dc76ba2/04_bookmarks.exe.</p> <p>Microsoft scanned this file for viruses. Microsoft used the most current virus-detection software that was available on the date that the file was posted. The file is stored on security-enhanced servers that help to prevent any unauthorized changes to the file.</p>	
	Companion content	If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the web at https://www.microsoftpressstore.com/title/9780735623026#updates .	
xxix	Step 2	<p>Reads: Click Install Practice Files.</p> <p>Should read: Click Practice Files.</p>	8/26/2011
xxx	Step 5	<p>Reads: Click Next on the Choose Destination Location screen, and then click Install on the Ready to Install the Program screen to install the selected practice files.</p> <p>Should read: Click Next on the Custom Setup screen, and then click Install on the Ready to Install the Program screen to install the selected practice files.</p>	8/26/2011
12	Table, last two rows	<p>Last two rows read:</p> <p>Up one screen Page Down Down one screen Page Up</p> <p>Should read:</p> <p>Up one screen Page Up Down one screen Page Down</p>	4/1/2011

Page	Location	Description	Date corrected
12	Tenth row of table	<p>Reads: To the beginning of the document Ctrl+End</p> <p>Should read: To the beginning of the document Ctrl+Home</p>	4/1/2011
56	Step 9	<p>Reads: Press Space, and then type Shelly will not be available May 10-15 followed by a period.</p> <p>Should read: Press Space, and then type Shelley will not be available May 10-15 followed by a period.</p>	4/1/2011
236	Step 14	<p>Reads: Type Index, press Enter, apply the Heading 1 style to the new heading, press Ctrl+Enter, and then press Enter again.</p> <p>Should read: Type Index, press Enter, apply the Heading 1 style to the new heading, press Enter, and then press Enter again.</p>	1/1/2007
283	First bulleted item	<p>Reads: Insertions and deletions are inserted in the text in your assigned color and are underlined.</p> <p>Should read: Insertions and deletions are marked in the text, in your assigned color. Insertions are underlined, and deletions are crossed out.</p>	1/1/2007