

Microsoft® Word 2010 Inside Out

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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
107, 108	Throughout page 107 and in sidebar on page 108	<p>These sections refer to the following: normal.dotm</p> <p>These references should read: normal.dotx</p>	10/19/2012
108	Note reader aid	<p>The following note and accompanying CD icon should be deleted because the information it refers to is not included on the companion CD:</p> <p>For additional information on troubleshooting third-party add-ins and Registry corruption, refer to the Troubleshooting guide included on the companion CD to this book.</p>	10/19/2012
142	Tip reader aid, second sentence	<p>Reads:</p> <p>For example, you can add and format headers and footers by clicking at the top of bottom of the document page to open the Header or Footer area.</p> <p>Should read:</p> <p>For example, you can add and format headers and footers by clicking at the top or bottom of the document page to open the Header or Footer area.</p>	10/19/2012
143	First paragraph	<p>Reads:</p> <p>For a short document—perhaps two or three pages—you will likely only need to think about with the following page setup options:</p> <p>Should read:</p> <p>For a short document—perhaps two or three pages—you will likely only need to think about the following page setup options:</p>	10/19/2012
163	"Editing Headers and Footers" section, second paragraph	<p>Reads:</p> <p>The Header & Footer Tools Design tab contains a variety of tools with which you to add,...</p> <p>Should read:</p> <p>The Header & Footer Tools Design tab contains a variety of tools with which you can add,...</p>	10/19/2012

Page	Location	Description	Date corrected
170	Second step 1	<p>Reads:</p> <p>1. Click anywhere in a document (or in a section) you want to number that you want to number.</p> <p>Should read:</p> <p>1. Click anywhere in a document (or in a section) you want to number.</p>	10/19/2012
245	Chapter 8 page number	The page number is missing. It should indicate that the chapter begins on page 245.	10/19/2012
617	Step 3	<p>Reads:</p> <p>3. Click the File Block Settings category (see for descriptions).</p> <p>Should read:</p> <p>3. Click the File Block Settings category (see Table 20-1 for descriptions).</p>	10/19/2012
633	"Working with the Trust Center" section, first paragraph, first sentence	<p>Reads:</p> <p>...a special area within the program options where you to control settings related to security and privacy.</p> <p>Should read:</p> <p>...a special area within the program options where you control settings related to security and privacy.</p>	10/19/2012
691	First bulleted item	<p>Reads:</p> <p>Click Show Markup on the Review tab...</p> <p>Should read:</p> <p>Click Show Markup on the Review tab...</p>	10/19/2012
792	First bulleted item, last sentence	<p>Reads:</p> <p>...site-seeing...</p> <p>Should read:</p> <p>...sight-seeing...</p>	10/19/2012