MOS 2013 Study Guide for Microsoft Excel

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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
	Throughout the book	Reads: SkyDrive Should read: OneDrive Reads: SkyDrive Pro Should read: OneDrive for Business	6/15/2015
16	Tip reader aid	Reads: Tip If your content doesn't fit within the allocated area, you can adjust the way it fits on the page by scaling it, either from the Page Setup tab or from the Print page. Should read: Tip If your content doesn't fit within the allocated area, you can adjust the way it fits on the page by scaling it.	6/15/2015
20	To simulate a text watermark procedure	Reads: 1. ...click the WordArt button. 2. In the WordArt gallery, click a transparent text style. 3. Enter the text of the watermark. Should read: 1. ...click the WordArt button, click a text shape you like, and then enter the watermark text. 2. Select the WordArt object and then on the Format tool tab, click the WordArt Styles dialog box launcher. 3. On the Text Fill & Outline page of the Format Shape pane, choose a solid fill color and set the transparency to 65% or more.	6/15/2015

Page	Location	Description	Date corrected
20	To simulate a picture watermark by adding a background picture procedure, step 2	Reads: 2. From the Insert Picture dialog box, locate and insert the picture file you want to use as the background. (Use standard techniques to locate a file on your computer or online.) Should read: 2. From the Insert Picture dialog box, locate and insert the picture file you want to use as the background.	6/15/2015
21	Second paragraph, and "To apply a theme to a worksheet" procedure head	Second paragraph reads: If you create a combination of theme elements that you would like to use with other worksheets, you can save the combination as a new theme. Should read: If you create a combination of theme elements that you would like to use with other workbooks, you can save the combination as a new theme. Procedure head reads: To apply a theme to a worksheet Should read: To apply a theme to a workbook	
28	Practice Tasks, last task	Reads: Then group all the worksheets and apply the Austin theme to the group. Should read: Then group all the worksheets and apply the Austin theme to the group. (If the Austin theme is not available, apply the Ion theme.)	
32	To display multiple views of a workbook in the same program window procedure, alternative step in step 1	Reads: To split the window into four parts, click the cell above and to the left of where you want to split the panes. Should read: To split the window into four quadrants, click the cell that you want to designate as the inside corner of the lower-right quadrant.	6/15/2015
43	Practice Tasks, second task, multiple steps	The first, second, fourth, and fifth steps of the second task reference an incorrect worksheet name. Reads: Personal Monthly Budget Should read: My Monthly Budget	6/15/2015

Page	Location	Description	Date corrected
43	Practice Tasks, second task, second step	Reads: Split the Personal Monthly Budget worksheet vertically so that you can display rows 1 through 9 in the top window and scroll the budget data in the bottom window. Should read: Split the My Monthly Budget worksheet so that you can display rows 1 through 9 in the top window and scroll the budget data in the bottom window.	
43	Practice Tasks, second task, third step	Reads: Attach the keywords spending and saving to the workbook. Note: The instructions require the candidate to think through the concept. Enter the keywords as tags.	
50	To set browser view options when saving a workbook to a SharePoint site procedure	Note: The procedure describes the process of setting browser view options while saving a workbook. You can also set browser view options outside of the saving process by clicking the Browser View Options button at the bottom of the Info page of the Backstage view.	
58	To copy numeric data to adjacent cells procedure, second step 2	Reads: Select the entire cell range... Should read: Select the cell and the entire cell range...	2/25/2015
61	To add cells from the Clipboard to a data range procedure, step 2	Reads: 2. On the Home tab, in the Cells group, click the Insert arrow, and then click Insert Cells. Should read: 2. On the Home tab, in the Cells group, click Insert Cut Cells or Insert Copied Cells.	6/15/2015

Page	Location	Description	Date corrected
84, 85	Practice Tasks	Page 84, second task, first step Reads: On the JanFeb worksheet, insert a row below the times, and then summarize the data for each day of January by using a Column sparkline in that row. Should read: On the JanFeb worksheet, insert a row below the times, and then in that row, summarize the data for each hour by using a Column sparkline. Page 85, first step Reads: On the MarApr worksheet, insert a column to the right of the dates, and then summarize the data for each hour by using a Line sparkline in that column. Should read: On the MarApr worksheet, in column P, summarize the data for each day of March by using a Line sparkline in that column.	
108	Tip reader aid, last sentence	Reads: You can optionally display the Numeric Count, Minimum, and Maximum values. Should read: You can optionally display the Numerical Count, Minimum, and Maximum values.	6/15/2015