![Microsoft](Microsoft logo)

Microsoft Office 2016 Step by Step

Joan Lambert and Curtis Frye

ISBN: 978-0-7356-9923-6

First printing: November, 2015

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
49	See Also reader aid	Reads: For information about working with notes, see "Prepare speaker notes and handouts" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step… Should read: For information about working with notes, see "Add notes to slides" and "Print presentations and handouts" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step…	
98	Tip reader aid, third sentence	Reads: For more information about styles and templates, see "Create custom styles and templates" in Chapter 15, "Work in Word more efficiently," of Microsoft Word 2016 Step by Step… Should read: For more information about styles and templates, see "Create and modify styles" and "Create and attach templates" in Chapter 15, "Create custom document elements," of Microsoft Word 2016 Step by Step…	
332	See Also reader aid	Reads: For information about creating theme and custom theme elements, see "Create themes, color sets, and font sets" in Chapter 12, "Create custom presentation elements," of Microsoft PowerPoint 2016 Step by Step… Should read: For information about creating themes and custom theme elements, see "Create custom themes" in Chapter 12, "Create custom presentation elements," of Microsoft PowerPoint 2016 Step by Step…	

Page	Location	Description	Date corrected
341	Second See Also reader aid	Reads: For information about printing slides without background colors and images, see "Preview and print presentations" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step... Should read: For information about printing slides without background colors and images, see "Print presentations and handouts" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step…	
346	Tip reader aid, last sentence	Reads: For information about slide masters, see "Display and change slide masters" in Chapter 12, "Create custom presentation elements," of Microsoft PowerPoint 2016 Step by Step... Should read: For information about slide masters, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements," of Microsoft PowerPoint 2016 Step by Step…	
353	Tip reader aid, last sentence	Reads: For more information, see "Preview and print presentations" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step… Should read: For more information, see "Save presentations in other formats" in Chapter 13, "Save and share presentations," of Microsoft PowerPoint 2016 Step by Step…	
365	Second bulleted item	Reads: Drag the angle handles (yellow circles) to change the angles or curves of the text within the shape. Not all shapes have angle handles. Should read: Drag the angle handles (yellow circles) to change the angles or curves of the shape. Not all shapes have angle handles.	
386	See Also reader aid	Reads: For information about the movement that occurs between slides, see "Add and manage slide transitions" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step… Should read: For information about the movement that occurs between slides, see "Add and manage slide transitions" in Chapter 8, "Add sound and movement to slides," of Microsoft PowerPoint 2016 Step by Step…	

Page	Location	Description	Date corrected
404	See Also reader aid, last sentence	Reads: For information about adding sound effects to slide transitions, see "Add and manage slide transitions" in Chapter 9, "Review presentations," of Microsoft PowerPoint 2016 Step by Step... Should read: For information about adding sound effects to slide transitions, see "Add and manage slide transitions" in Chapter 8, "Add sound and movement to slides," of Microsoft PowerPoint 2016 Step by Step…	
418	Sidebar, last sentence of last paragraph	Reads: For information about slide masters, see "Display and change slide masters" in Chapter 12, "Create custom presentation elements," of MicrosoftPowerPoint 2016 Step by Step… Should read: For information about slide masters, see "Customize slide masters and layouts" in Chapter 12, "Create custom presentation elements," of Microsoft PowerPoint 2016 Step by Step…	
435	See Also reader aid	Reads: For more information, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step... Should read: For more information, see "Configure message options" in Chapter 13, "Customize Outlook options," of Microsoft Outlook 2016 Step by Step…	
439	Tip reader aid, last sentence	Reads: For more information, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step… Should read: For more information, see "Configure message options" in Chapter 13, "Customize Outlook options," of Microsoft Outlook 2016 Step by Step…	
451	Sidebar, See Also reader aid	Reads: For information about modifying new mail notifications, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step… Should read: For information about incoming mail notification options, see "Configure message options" in Chapter 13, "Customize Outlook options," of Microsoft Outlook 2016 Step by Step…	

Page	Location	Description	Date corrected
453	See Also reader aid	Reads: For information about modifying Reading Pane functionality, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step… Should read: For information about modifying Reading Pane functionality, see "Configure the Reading Pane" in Chapter 12, "Manage window elements," of Microsoft Outlook 2016 Step by Step…	
454	See Also reader aid	Reads: For information about Trust Center settings, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step… Should read: For information about Trust Center settings, see "Manage add-ins and security options" in Chapter 13, "Customize Outlook options," of Microsoft Outlook 2016 Step by Step…	
479	Last sentence before Tip	Reads: For information about modifying mail settings, see "Configure Office and Outlook options" in Chapter 12, "Customize Outlook," of Microsoft Outlook 2016 Step by Step… Should read: For information about modifying mail settings, see "Configure message options" in Chapter 13, "Customize Outlook options," of Microsoft Outlook 2016 Step by Step…	
488	Tip reader aid, last sentence	Reads: For more information, see "Create rules to process messages" in Chapter 13, "Manage email automatically," of Microsoft Outlook 2016 Step by Step… Should read: For more information, see "Create rules to process messages" in Chapter 14, "Manage email automatically," of Microsoft Outlook 2016 Step by Step…	