Microsoft

MOS 2010 Study Guide for Microsoft® Word Expert, Excel® Expert, Access®, and SharePoint® Exams

John Pierce and Geoff Evelyn

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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
	Offer page and back cover page	We apologize, but early printings of this book included information about a free Learning Plan Assessment, which is not available.	
vi	Part opener exam number	Reads: Exam 77-787 Should read: Exam 77-888	10/14/2011
13	First paragraph, first line	Reads: ...to a workbook,... Should read: ...to a document,…	8/2/2013
23	Step 4	Reads: 4. ...Modify Styles... Should read: 4. ...Modify Style…	8/2/2013
25	Paragraph after Tip reader aid	Reads: Here's a quick rundown on some of the control controls you might use. Should read: Here's a quick rundown on some of the content controls you might use.	8/2/2013
30	Step 3	Reads: ...Projects... Should read: ...Project…	8/2/2013
36	"Inserting a WordArt Object" sidebar	The text implies that WordArt objects are not searchable. This is incorrect. WordArt is searchable.	8/2/2013

Page	Location	Description	Date corrected
50	Second paragraph, third line	Reads: Active As Should read: Activate As	8/2/2013
52	Penultimate bulleted item, third-to-last line	Reads: ...rounded down... Should read: ...rounded…	8/2/2013
56	Fourth paragraph, last line	Reads: …click Rematch To Set Style. Should read: …click Reset To Change Style.	8/2/2013
59	"Practice Tasks" sidebar, third bulleted item, third line	Reads: ...columnar chart... Should read: ...bar chart…	8/2/2013
60	Last paragraph	Should read: To make changes to a built-in building block—adding a cover page, for example—add it to your document, revise it, select the quick part, and then click Save Selection To Gallery (for a cover page, the command is Save Selection To Cover Page Gallery). Word displays the Create New Building Block dialog box. (You can also click Quick Parts, Save Selection to Quick Part Gallery on the Insert tab.)	8/2/2013
61	Fifth bulleted item, first line	Reads: Options pecify how... Should read: Options specify how…	8/2/2013
68	"Practice Tasks" sidebar, second bulleted item, last sentence	Reads: Save the header as a new building block in the Header gallery. Should read: Save the footer as a new building block in the Footer gallery.	8/2/2013
83	First paragraph, sixth line	Reads: ...guide (APS Fifth Edition),... Should read: ...guide (APA Fifth Edition),…	8/2/2013

Page	Location	Description	Date corrected
86	Second paragraph, last sentence	Reads: But be warned that if you have sources defined on this computer (or if another user does), that source list is replaced by those defined in the copy of Sources.xml you open. Should read: But be warned that this will replace any existing definitions of the currently logged on user.	8/2/2013
93	First paragraph, first line	Reads: When you are ready to build your table of authorities, click Insert Table Of Authorities on the References tab. Should read: When you are ready to build your table of authorities, position the cursor where you want the Table of Authorities to appear, then click Insert Table Of Authorities on the References tab.	8/2/2013
94	"To format and generate a table of authorities" procedure, step 4	Reads: 4. Click OK. Should read: 4. Click OK. (If the field code appears, right-click and select Toggle field codes.)	8/2/2013
94	"To format and generate a table of authorities" procedure, step 3, third bulleted item	Reads: Select and clear the Use original formatting option... Should read: Select and clear the Keep original formatting option…	8/2/2013
100	"To specify index..." procedure, step 1	Should read: In the document, insert your cursor where you want the index to appear.	8/2/2013
122	"To set up envelopes for mail merge" procedure, step 2	Reads: 2. On the Start Mail Merge menu, click Envelopes. Should read: 2. On the Mailings tab, in the Start Mail Merge group, click Start Mail Merge, and then click Envelopes.	8/2/2013
123	"To set up labels for mail merge" procedure, step 7	Should read: 7. Add merge fields to the first label to create an address block. In the Write & Insert Fields group, click Update Labels.	8/2/2013

Page	Location	Description	Date corrected
140	Step 4	Reads: 4. Close the Visual Basic editor, and then test the button. Should read: 4. Close the Visual Basic editor. On the Developer tab, in the Controls group, click Design Mode to disable it, and then test the button.	8/2/2013
143	Top of page, third bulleted item	Reads: As the last steps, click the command button to run its macros, and then run CleanUp from the Quick Access Toolbar. Should read: As the last steps, turn off Design mode, click the command button to run its macros, and then run CleanUp from the Quick Access Toolbar.	8/2/2013
168	After step 5	At the end of the procedure on page 168, the following step should be added: 6. In the XML Source pane, drag the XML elements to the area on the worksheet where you want the data to appear.	8/2/2013
172	Last procedure, step 1	Reads: On the Changes tab, click Allow Users to Edit Ranges. Should read: On the Review tab, in the Changes group, click Allow Users To Edit Ranges. (You must unprotect the worksheet first if necessary.)	8/2/2013
196	Second paragraph, second line	Reads: ...except for table tables. Should read: ...except for data tables.	8/2/2013
201	"To use the SUMIFS function" procedure, last line	Reads: SUMIF Should read: SUMIFS	8/2/2013
244	"3.3 Apply and Manipulate PivotTables" section	The following Important reader aid should be added after the topic title: Important You can find the sample data shown in this section in the Chapter 2 practice file named Function_examples.xlsx.	8/2/2013
272	"Practice Tasks" sidebar, first bulleted item, third line	Reads: …to the text file,... Should read: …to the Access file,…	8/2/2013
274	Second line of caption above screen shot	Reads: (.xlsb) Should read: (.xlsm)	8/2/2013

Page	Location	Description	Date corrected
276	First paragraph	Should read: Before you record a macro, you should also determine whether to use absolute or relative cell references. (You can use a combination of the two as necessary.) If you keep absolute references, the macro operates only in the specific cells you use when you record the macro. For example, with absolute references, if you insert a series of dates or names in the cell range A1:G1 as a step in recording a macro, that macro works only in that cell range when you run it. If you use relative references (by clicking Use Relative References in the Code group), the macro inserts the data in any comparable range of cells.	10/14/2011
283	Second paragraph after See Also reader aid, second line	Reads: …right-click This Worksheet… Should read: …right-click This Workbook…	8/2/2013
305	Step 6, fourth line	Reads: If the order is less than 100, the formula enters 0. Should read: If the order is less than 100, the formula enters 0 and the value is displayed as '-'.	8/2/2013
305	Step 6, second sentence	Should read: The formula is =IF(I13>=100,I13*-.1,0).	8/2/2013
308	Last line	Reads: ...enter a custom record... Should read: ...enter a customer record…	8/2/2013
328	"Object Designers" section, second sentence	Reads: ...Option Designers category... Should read: ...Object Designers category…	8/2/2013
331	First paragraph, second sentence	Should read: To show or hide the navigation pane, click the arrow button that appears at the top of the pane.	8/2/2013
349	Last bulleted item, second sentence	Should read: In yes/no fields, Access stores a -1 for true (yes) or a 0 for false (no).	8/2/2013
358	First paragraph, second line	Reads: Access Opens... Should read: Access opens…	8/2/2013

Page	Location	Description	Date corrected
374	First paragraph, second line	Reads: ...click Filter by Selection... Should read: ...click Selection...	8/2/2013
376	"To filter by selection" procedure, step 3	Reads: ...click the Filter by Selection button. Should read: ...click the Selection button.	8/2/2013
408	Third paragraph, third line	Reads: If the Live Preview featured is enabled... Should read: If the Live Preview feature is enabled...	8/2/2013
420	"To set the tab order for a form" procedure, step 1	The following text should be deleted from the step: ...or Layout View.	8/2/2013
423	Last line	Reads: ...text boxes... Should read: ...text box...	8/2/2013
427	Third through fifth bulleted items	Reads: Picture Size Mode Should read: Size Mode	8/2/2013
427	Third paragraph, first line	Reads: ...the Form at Layout... Should read: ...the Form Layout...	8/2/2013
428	"To set properties for a background image" procedure, step 4	Reads: ...Picture Size Mode. Should read: ...Size Mode.	8/2/2013
428	"To set properties for a background image" procedure, step 3	Reads: ...select Form from the Select type list. Should read: ...select Form from the Selection type list.	8/2/2013

Page	Location	Description	Date corrected
430	Step 6, first bulleted item	Reads: Use the Quick Style... Should read: Use the Quick Styles...	8/2/2013
433	First procedure, step 3	Reads: On the Form Design Tools Format tab... Should read: On the Form Design or Layout Tools Format tab...	8/2/2013
433	First procedure, step 1	Reads: 1. Open the form in Layout view, Design view. Should read: 1. Open the form in Layout view, Design view, or Datasheet view.	8/2/2013
437	Second paragraph, first sentence	Should read: If you included fields that use the Number data type or fields from more than one table, the wizard also prompts you to specify whether you want to create a detail query or a summary query.	8/2/2013
442	Last line on page	Reads: To create the table, double click the make table query in the navigation pane or click Run in the Results group on the Query Tools Design tab. Should read: To create the table, click Run in the Results group on the Query Tools Design tab.	8/2/2013
444	Step 5	Should read: 5. In the Append dialog box, select a table from the current database by using the list picker, or select Another Database and type the file name or use the Browse button to locate the file.	8/2/2013
444	Step 6	Should read: 6. Click OK in the Append dialog box. Access adds the Append To: row to the design grid, and displays the field names that the data will be appended to.	8/2/2013
444	Step 8	Should read: 8. Click Yes in the message box Access displays to confirm the operation. It is a good idea to open the table to confirm that the operation was successful.	8/2/2013
454	"Changing the Fields in a Query" section, second sentence	Reads: ...and drag the field to a blank row in the query designer. Should read: ...and drag the field to a blank column in the query designer.	8/2/2013

Page	Location	Description	Date corrected
458	"Grouping Query Records" section, first paragraph, last line	Reads: ...summariz. Should read: ...summarize.	8/2/2013
483	First paragraph, third line	Reads: ...when have the report... Should read: ...when you have the report…	8/2/2013
497	Second Important reader aid	The following text should be added to the end of the reader aid: However, the MySite page typically has few restrictions which allows most of the tasks in this chapter to be completed. For example, open SharePoint, open your MySite page, and then use the Team Site template to create a Team Site as a subsite of your MySite. From this sub-site, almost all tasks in this chapter can be completed.	8/2/2013
501	Second procedure, step 2 result paragraph	Reads: ...on the All Site Contents page. Should read: ...on the All Site Content page.	8/2/2013
502	Second paragraph, third and fourth lines	Reads: The option you need in this case is quick Launch, which you can find in the Look And Feel section. Should read: The option you need in this case is Enable Quick Launch, which you can find by clicking Tree view within the Look and Feel section. The link Navigation provides similar options with slightly different naming conventions.	8/2/2013
503	"To edit a link..." procedure, step 1, last word	Reads: delete Should read: edit	8/2/2013
505	First line	Reads: This is what a default All Site Content page looks like: Should read: This is what a default All Site Content page looks like on a SharePoint Team site:	8/2/2013
506	Second procedure heading	Reads: ...Contents page Should read: ...Content page	8/2/2013

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514	First bulleted item	Reads: ...brackets: Should read: ...parentheses:	8/2/2013
514	First second-level bulleted item	Reads: (Icon Linked To Document)... Should read: (Linked To Document)…	8/2/2013
515	First Tip reader aid, second and	Should read: …point to Modify View, select the down arrow, and then click Modify In SharePoint Designer (Advanced).	8/2/2013
519	"Practice Tasks" sidebar, second bulleted item, second line	Should read: Include the ID column on the view, and change the Sort option from sorting by the Modified By column to sorting by the Title column.	8/2/2013
520	Step 4	Reads: ...or click Close to cancel the action. Should read: ...or click Cancel to cancel the action.	8/2/2013
522	First paragraph, fourth line	Reads: ...the current properties of the file or list item. Should read: ...the current properties of the list item.	8/2/2013
524	Step 1	Reads: …you want to add a column to. Should read: …you want to edit.	8/2/2013
534	Step 5, first line	Reads: ...workflow settings page. Should read: ...Add a Workflow page.	8/2/2013
534	Step 6	Step 6 should be deleted and the remaining steps renumbered from 7 through 18 to 6 through 17.	8/2/2013
534	Step 7	The word "area" should not be bold in this step.	8/2/2013
534	Step 8	Reads: In the Name prompt,... Should read: In the Name area,…	8/2/2013

Page	Location	Description	Date corrected
534	Step 9	The word "area" should not be bold. The following change should also be implemented: Reads: Select a task list list. Should read: Select a task list drop-down list.	8/2/2013
534	After step 17	The following step should be added to the end of the procedure: Click Save to save the workflow.	8/2/2013
535	Steps 3, 4, and 5	These steps should read: 3. In the Settings section, click the drop-down list under Workflow Settings, and select Workflow Settings from the menu. 4. On the Workflow Setting screen, select the desired type from the These workflows are configured to run on items of this type list. The name of the workflow displays under Workflow Name (click to change settings), along with the number of workflows in progress. 5. Click on the desired workflow name to access the Change a Workflow screen and view/edit the existing workflow settings.	8/2/2013
538	Step 3, second line	Reads: …is named template.docx. Should read: …is named template.dotx.	8/2/2013
542	First procedure, step 5	Should read: 5. In the Group section, in the Existing group: drop-down list, select Document Set Content Types to make finding the document set easier in the future.	8/2/2013
552	Step 3, last line on page	Reads: ...to display the Content and Structure page. Should read: ...to display the Site Content and Structure page.	8/2/2013
555	"To enable the Content Organizer" procedure, step 2, second sentence	Should read: This displays the Features page.	8/2/2013
557	First procedure, step 3	Should read: 3. In the Look and Feel section of the Site Settings page, click Tree View. In the Enable Tree view section of the Tree view page, check Enable Tree View, then click OK. The Tree View is displayed in the lower portion of the Quick Launch bar under Site Content.	8/2/2013

Page	Location	Description	Date corrected
565	"To hide a Web Part" procedure, step 2	Reads: ...click Edit Page. Should read: ...click Title Bar Properties.	8/2/2013
565	"To hide a Web Part" procedure, step 3	The entirety of step 3 should be deleted and the remaining steps renumbered from 4 through 8 to 3 through 7.	8/2/2013
567	Before "To export a Web Part" procedure	The following Tip reader aid should be added at the top of the page: Tip Note that not all Web Parts can be exported. If the option to Export is not available when the drop down arrow next to the Web Part that you want to export is clicked, that Web Part cannot be exported.	8/2/2013
586	Step 7, third line	Reads: …in the Ask Me About section. Should read: …in the Skills section.	8/2/2013
586	"To add colleagues" procedure, step 3	Step 3 should be deleted and the remaining steps renumbered from 4 through 10 to 3 through 9.	8/2/2013
587	Step 2, both occurrences	Reads: ...click the My Profile link to display your Profile page. Should read: ...click the My Content link to display your Content page.	8/2/2013
588	Step 2, both instances	Reads: ...click the My Profile link to display your Profile page. Should read: ...click the My Content link to display your Content page.	8/2/2013
590	Step 11	Reads: ...to a value in seconds. Should read: ...to a value in minutes.	8/2/2013
590	Step 2	Reads: ...click the My Profile link to display your Profile page. Should read: ...click the My Content link to display your Content page.	8/2/2013

Page	Location	Description	Date corrected
594	"Sharing Pictures and Documents…" section, second paragraph, third line	Reads: …private and shared documents,… Should read: …personal and shared documents,…	8/2/2013
597	"Delete a document…" procedure, step 1	Should read: From your personal or shared document library, add a check to the box to the left of the file.	8/2/2013
597	"To save a document…" procedure, step 5	Should read: 5. Under Recent Locations, select Personal documents, and then click Save As.	8/2/2013
598	Steps 3 and 4	Should read: 3. Click the relevant Page tab, click Edit Page, and then click Add A Web Part to the desired part of the page. 4. Under Categories, click Social Collaboration, and then add the Organization Browser Web Part.	8/2/2013
598	Step 2, all instances	Reads: …click My Profile to display the My Profile area. Should read: …click My Content to display the My Content area.	8/2/2013
599	Step 6	Reads: Scroll to the Default Options Values… Should read: Scroll to the Default Values…	8/2/2013
611	Step 8	Reads: …display the Indexed Columns Edit page. Should read: …display the Indexed Columns Edit index page.	8/2/2013
613	All three step 3s, all	Reads: Search and Offline Client Availability Should read: Search and Offline Availability	8/2/2013
617	Step 6, fifth line	Reads: …http://fabrikam/_vti_vin/search.asmx. Should read: …http://fabrikam/_vti_bin/search.asmx.	8/2/2013

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634	See Also reader aid	Reads: www.sharepointgeoff.com/sharepoint/sps2010sertvapps.aspx Should read: http://sps2010servapps.geoffevelyn.com	8/2/2013
638	Step 3	Reads: 3. In the list of available templates, double-click Sample templates. Should read: 3. In the list of available templates, click Sample templates.	8/2/2013
638	Step 6	Reads: 6. Click the File tab. Should read: 6. Click the File tab, then the Info group in the left column.	8/2/2013
648	Step 4	Reads: 4. When prompted to connect the SharePoint contacts list... Should read: 4. When prompted to connect the SharePoint task list…	8/2/2013
657	First paragraph, second line	Reads: ...2010 Enterprise featured... Should read: ...2010 Enterprise feature…	8/2/2013
658	"To enable site collection features" procedure, step 3	Reads: Active... Should read: Activate…	8/2/2013
660	"To create a key…" procedure, step 2	Reads: Select SharePoint List Status Indicator... Should read: Select SharePoint List based Status Indicator…	8/2/2013