

MOS 2013 Study Guide for Microsoft® Excel®

Joan Lambert

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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	<p>Reads: SkyDrive</p> <p>Should read: OneDrive</p> <p>Reads: SkyDrive Pro</p> <p>Should read: OneDrive for Business</p>	6/15/2015
16	Tip reader aid	<p>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.</p> <p>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.</p>	6/15/2015
20	"To simulate a text watermark" procedure	<p>Reads: 1. ...click the WordArt button. 2. In the WordArt gallery, click a transparent text style. 3. Enter the text of the watermark.</p> <p>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.</p>	6/15/2015

Page	Location	Description	Date corrected
20	"To simulate a picture watermark by adding a background picture" procedure, step 2	<p>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.)</p> <p>Should read: 2. From the Insert Picture dialog box, locate and insert the picture file you want to use as the background.</p>	6/15/2015
32	"To display multiple views of a workbook in the same program window" procedure, alternate step in step 1	<p>Reads: To split the window into four parts, click the cell above and to the left of where you want to split the panes.</p> <p>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.</p>	6/15/2015
43	"Practice task" sidebar, second-level list of second bulleted item	<p>The first, second, fourth, and fifth second-level bulleted items include an incorrect reference to a worksheet name.</p> <p>Reads: Personal Monthly Budget</p> <p>Should read: My Monthly Budget</p>	6/15/2015
58	"To copy numeric data to adjacent cells" procedure, second step 2	<p>Reads: Select the entire cell range...</p> <p>Should read: Select the cell and the entire cell range...</p>	2/25/2015
61	"To add cells from the Clipboard to a data range" procedure, step 2	<p>Reads: 2. On the Home tab, in the Cells group, click the Insert arrow, and then click Insert Cells.</p> <p>Should read: 2. On the Home tab, in the Cells group, click Insert Cut Cells or Insert Copied Cells.</p>	6/15/2015
108	Tip reader aid, last sentence	<p>Reads: You can optionally display the Numeric Count, Minimum, and Maximum values.</p> <p>Should read: You can optionally display the Numerical Count, Minimum, and Maximum values.</p>	6/15/2015