**MOS Study Guide for Microsoft Word 2016**

**First Edition**

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When reviewing corrections, always check the print number of your book. Corrections are made to printed books with each subsequent printing. This errata applies to:

First Printing: November 2016

**Corrections for September 22, 2017**

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| **Pg** | **Error – First Printing** | **Correction** |
| 53 | Second set of steps, third step: “Accept menu “ | Change to “Accept button” |
| 54 | First set of steps, fourth step “with a value of 1001” | Change to “with a type of Number and a value of 1001” |
| 54 | Third set of steps, second step: Remove the Favorites tab from the ribbon, and redisplay the Mailings tab. Hide the Developer tab if you don’t use it. Do not reset the Quick Access Toolbar. | Change to “Reset all ribbon and Quick Access Toolbar customizations.” |
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This errata sheet is intended to provide updated technical information. Spelling and grammar misprints are updated during the reprint process, but are not listed on this errata sheet.