

Microsoft® Word 2010 Step by Step

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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
xxi and xxv	"Using the Practice Files" and "Getting Help with This Book" sections	The URL given for the practice files is easy to misread. The capital letter "l" which appears after the "k" in the word "LinkId" is easy to mistake for a lowercase "L." Reads: go.microsoft.com/fwlink/?LinkId=192147 Should read: http://go.microsoft.com/fwlink/?Linkid=192147	10/14/2011
71	Step 4	The name needs to be corrected in all versions of the text and in the Bamboo_start practice file. Reads: obatea acuminata aztectorum Should read: otatea acuminata aztecorum	10/14/2011
150	"About Clip Art" sidebar, first paragraph, second sentence	Reads: Clip art comes in many.... Should read: The clip art available from within Word 2010 comes in many...	4/5/2013
219-220	Steps 13 and 14	Pg 13 reads: To balance the slide... Should read: To balance the page... Pg 14 reads: ...to achieve a balanced slide... Should read: ...to achieve a balanced page...	4/5/2013

With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt® diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more. From Inside the Book: How to Add Watermarks. There might be times when you want words to appear behind the text of a printed or online document.