

Errata to the First Printing

- Page 2 Sixth bulleted item should read "Open applications and files are indicated on the taskbar."
- Page 4 The annotation "keyboard accelerator" in the graphic from the "Using Menus and Toolbars" section should read "keyboard shortcut."
- Page 21 Exercise 3, part (g) should read "What would be typed in the Pages box to print pages 5, 6, and 7 of the current document?"
- Page 32 "Searching the Web" section, first paragraph, first sentence should read "A search engine is a program that searches a database of Web pages for keywords and then lists hyperlinks to these pages that contain the keywords."
- Page 49 The Vocabulary definition for **History list** should be changed to "A list of URLs of Web sites that have been visited in the previous days and weeks."
- Page 53 Review Question 10, part (b) should read "Label and describe each part of the URL http://www.lpdatafiles.com."
- Page 55 Exercise 2, part (f) should read "Describe a banner ad displayed on this site."
- Page 58 Exercise 10, part (a) should read "...about a virus associated with e-mail attachments."
- Page 91 Practice: Request - part 1 of 2, step 5, second paragraph of letter body, second sentence should read "Our association is relying on a representative to offer suggestions...."
- Page 122 Exercise 4, part (d), second sentence should read "E-mail or give your peer a copy of the file so that it can be proofread with tracking turned on."
- Page 123 Exercise 5, part (d), second sentence should read "E-mail or give your peer a copy of the file so that it can be proofread with tracking turned on."
- Page 157 Review Question 34, part (j) should read "A hanging indent is part of the standard footnote format."
- Page 160 Exercise 4, part (i), first sentence should read "The column headings should be centered...."
- Page 161 Exercise 6, part (a), "Years in Office" column in the table should be displayed right aligned.
- Page 164 Exercise 12, part (d), second sentence should read "Format footnotes in the standard format as practiced earlier in this chapter."
- Page 169 Exercise 18, part (d), second sentence should read "Format footnotes in the standard format as practiced earlier in this chapter."
- Page 173 Exercise 22, part (h) should read "At the end of the document, insert a page break and type the title Works Cited. Center the title."
- Page 201 Exercise 3, second sentence should read "Your brochure should contain the following:"
Exercise 3, fourth bullet should read "Your name"
- Page 205 Exercise 11, last sentence should read "Create a rubric that could be used to assess the quality of a software package installed on a computer by completing the following steps:"
- Page 257 Exercise 14, part (b), second sentence should read "Do not look at the right hand while entering data, refer only to the picture of the keypad above."
- Page 258 Exercise 14, part (j) should read "Save and close the modified workbook."
- Page 291 Exercise 6, fifth bulleted item, second sentence should read "...purchased regardless of how the economy is doing."

- Page 332 Exercise 4, part (d) last sentence should be removed.
Exercise 4, part (e) sentence should end in a period instead of a colon.
- Page 336 Exercise 7, part (b), last sentence should read "On at least five different days, update the Stock Exchanges spreadsheet to include each stocks' closing price for that day."
- Page 337 Exercise 7, part (d), third sentence should read "Add a new worksheet named Portfolio to the Stock Exchanges workbook and enter data that shows how the value of 50 shares...."
- Page 365 The Vocabulary word **CHOOSE** should read "A lookup function that returns a value...."
- Page 371 Exercise 5, part (a), second sentence should read "On Sheet1, in cell B27...."
- Page 376 Exercise 10, the decibels(db) formula should read "decibels(db) = $10\log_{10}L$ "
- Page 406 The practice "Practice: Products.htm" should read "Practice: Products.html"
Practice: Products.html, step 2, part (c) should read "Browse to the location of Products.html and then open the file."
- Page 411 Review Question 18 should read "List three buttons on the toolbar that are used for formatting a form in Design view and explain their purpose."
- Page 412 Renumber Review Questions 20 through 25 to be 21 through 26.
- Page 413 Exercise 1, part (c) should read "Create an Attendance table for storing attendance data for years 2004 through 2006:"
- Page 414 Exercise 2, part (c) the DataType heading should be two words.
- Page 419 Exercise 6, part (c), the PhotographerID field should not have a size.
- Page 421 Exercise 8, part (d) should read "Create a Volunteer Hours table for storing data about student volunteer hours:"
- Page 422 Exercise 9, part (c) should read "Create a Cabins table for storing cabin assignment data:"
- Page 424 Exercise 9, part (n) should read "Create an Activities form and enter...."
- Page 426 Exercise 10, part (d), last sentence should read "The ClientID and Date fields are a...."
Exercise 10, part (g), the second and third record data should display a semicolon after IL.
- Page 431 The two screen captures in the section titled "The Select Query" do not match. The ProductName and Name columns need to be switched in one screen capture.
- Page 461 Review Question 2 should read "...tables in which one table has a lookup field to another?"
- Page 463 Exercise 1, part (a), second sentence should read "Display the Relationships window and verify this relationship."
Exercise 2, part (a), second sentence should read "Display the Relationships window and verify this relationship."
- Page 464 Exercise 3, part (a), second sentence should read "Display the Relationships window and verify this relationship."
- Page 465 Exercise 4, part (a), second sentence should read "Display the Relationships window and verify this relationship."
- Page 468 Exercise 12, part (b), last two sentences should read "Run the query and enter 1800. Print the query datasheet."
- Page 482 The practice title should read "Practice: Products"
- Page 490 The footer should read "Chapter 13"

- Page 495 Exercise 10, last sentence should read "...Chapter 12, Exercise 10 and create the following report and query:"
- Page 496 Exercise 11, part (b), first sentence should read "Create a select query that displays the TapeID, Title, Year, and Type fields...."
- Exercise 11, part (c), first sentence should read "Create a report that displays the Title and Year fields...."
- Exercise 11, part (c), second sentence should read "Have the report sort the data on Title in ascending order."
- Page 526 Exercise 2, part (h) should read "Print the presentation, with a footer that includes your name, in Notes Pages view."
- Page 530 Exercise 6, parts (f) through (j) should be reordered as parts (e) through (i).
- Page 530 Exercise 6, part (i) should read "Print the presentation, with a footer that includes your name, in Notes Pages view."
- Page 531 Exercise 7, part (h), second sentence should read "After the presentation, collect...."
- Exercise 8, part (h), second sentence should read "After the presentation, collect...."
- Page 532 Exercise 9, part (h), second sentence should read "After the presentation, collect the rubrics. Based on your peer critique, make improvements...."
- Page 556 Exercise 3 should read "There are other presentation applications in addition to Microsoft PowerPoint 2003."
- Exercise 2 title should read "Projectors, Digital Projectors"
- Exercise 3, part (c) should read "In a new Excel workbook, enter the names of the presentation programs and their cost, and create...."
- Page 558 Exercise 4, part (j), second sentence should read "After the presentation, collect the rubrics. Based on your peer critique, make improvements...."
- Page 577 Index entry "task bar" should be taskbar.

