

Microsoft Office (Software & Text) Errors / Instructions

Word

**Save the file w/ the Exercise number in the name and header. i.e. 09Security

Ex. 1 – Cannot start Word through Start Menu

Ex. 7 – First document to print

Ex. 9 – Autocorrect Options under Tools Menu

Ex. 9, 10, 16 – Tab **Contents** of To, From, Date, and Subject to 1”

Ex 12 – “if” instead of “is” in the bottom paragraph

Ex. 13, 15 – Single space between Sender’s Address and Date

Ex. 15 – Be sure to start opening File from Shared Drive, then save into your H:

Ex. 27 – Do not print Landscape

Ex. 46 & 48 – Skip Step 1. Skip Ex. 47

Mail Merge:

Locate Data Source on Shared Drive. When asked for Data Link, click on OK, on Confirm Data Source, click on the 3rd option, *.mdb.

Ex. 55 – Hyperlinks will not work. Click on Show Subdocuments button instead.

Ex. 60 – Ignore Steps 3-7, and just Open 60Whitehouse.htm from Shared Drive

Ex. 69 – Create New Letters instead of e-mail. Merge to new document, Print 1st page only.

PowerPoint

** Print Handouts – 6 to a page – unless asked to print Notes Pages or Outline

Ex. 2 – Use AutoContent Wizard for PPT02-2

Ex. 3 – First document to print

Ex. 9 – Employee Orientation is in AutoContent Wizard, (File + New, click on Auto Content Wizard under Task Pane, click on Next, click on Corporate button)

Ex. 16 & 22 – Step 2, change Open file type to All Outlines

Ex. 22 – Step 7: It should read Illustration C

Publisher

**Header Box may have to be made taller to see the Header (it can be hidden by objects) or you may put your info in the Footer

Ex. 2 – First document to print

Ex. 16 – Switch Steps 2 and 3.

Step 3, Go to New Publication, Design Sets, Personal Stationary, Batik

Ex. 17 – Publisher will not display special paper

Ex. 27 – Format table with Body style. Merge cells in top row. For the Page Border, use Triangle Party 15 pt.

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Excel

** Print Landscape & Fit on 1 Page under File + Page Setup

Ex. 6 – Step 11, d. E8: Julie Jung, e. F8: Yolanda Dickerson

Ex. 7 – First document to print

Ex. 9 – Cannot E-mail a file

Ex. 16 – in cell B26, type =sum(Reorder_cost)

Ex. 20 – Skip Steps 1 & 2. Only change the times indicated in Illustration B, not Numbers.

Ex. 24 – Only print on Step 11. Skip the rest of the exercise

Ex. 25 – Do not print

Ex. 26 – Only print ONCE (4 pages), on Step 18. Skip the rest of the exercise.

Ex. 27 – Print June Race Tab only

Ex. 42 – Step 5, change font color to Dark Blue. Delete contents of C3

Step 6, Apply style Title 3 to C13:G13

Step 7, Insert Picture by File + Insert Picture; Set picture to fit range of D1:G5

Step 10, Set Chart to fit range B7:L33, Font to Arial 10pt.

** Hint ** New Acct. Coordinators are Assistants, not Subordinates

Ex. 45 – Step 5c. Start importing at row 3.

Step 6a. Delete row 46. Step 6b & 6d. The range should be C46:G81

Ex. 50 – Skip Step 5e. Step 5f should refer to 1st Person Worksheet.

Skip Step 8d/e. and Steps 10-12. Only Print Word document.

Ex. 52 – Step 7e. Range should be D23:G23

Ex. 54 – Solver may produce an incorrect answer for E39 (should be a positive number between 5 and 10%)

Ex. 55 – Step 4a. range should be A97:C105.

Go to File + Page Setup; and click on the Sheet tab. Set Print Area to A97:K105.

Set Rows to Repeat at top to \$1:\$5. Still Print Landscape, Fit on 1 Page

Ex. 58 – Report Manager is unavailable.

Print Details View after running All Work after Jan scenario.

Ex. 59 – Get formula sheet from the instructor.

Print these worksheets: Deductible Expenses, Schedule A, Form 1040.

Ex. 61 – Do Step 20 before Step 19. Only print after Step 19, you will need to put in a header.

Ex. 62 – Get formula sheet from the instructor.

Ex. 70 – Get formula sheet from the instructor.