



Microsoft Office Excel 2010

A Lesson Approach, Complete



Page	Location	Notes for You About Unit 1 (Lessons 1–3)
Lesson 1		
5	Exercise 1-1 Paragraph 2	In the second paragraph for Exercise 1-1, the text refers to Share commands. This term is replaced by Save & Send in the latest versions of Office 2010.
14	Note 1	The note refers to the "frontmatter," and this means pages xvii-xlviii.
14	Exercise 1-7	If you have opened the workbook from the Online Learning Center, the title bar will display [Read Only] until you save the workbook (Exercise 1-18). You may also see a status bar indicator, Calculate , for some workbooks opened from the OLC. Click this indicator to recalculate the worksheet.
19	Note	The note actually refers to Figure 1-12.
26	Figure 1-16	When the workbook is [Read Only], you will see that noted in Backstage View. See an illustration below.
26	Exercise 1-18	The file name in the Save As dialog box might be Copy of Excel_Lesson1 if you opened the original from the OLC.
27, 42	Exercise 1-19 and Command Summary	The Zoom Out and Zoom In buttons are illustrated with the incorrect icons. <div style="display: flex; justify-content: space-around; align-items: center;"> Zoom Out  Zoom In  </div>
Lesson 2		
79	Exercise 2-19	At Step 15, click a worksheet cell to deselect the chart so that Ctrl + Home sets the pointer at cell A1.
83	Exercise 2-20	As you key the data for this exercise, your dollar signs will align immediately to the left of the first digit.
Lesson 3		
129	Exercise 3-24	For Step 2a, choose Replace from the menu after clicking the Find & Select button.

Figure 1-16 for a Read-Only workbook

