**NOTES FOR CIS125**

***WORD:***

**Chapter 3**

* On Project 3F Step 2 the second paragraph of directions, make sure to select the empty paragraph mark at the end of the document too.
* On the Grader Project, Step 7, when it states to “Lock the anchor of the clipart to the paragraph that starts with *Memphis*”, just drag the anchor to the beginning of that paragraph if it is not already there.
* On Project 3D (company newsletter), if you can’t find the three green arrowed clipart, use one similar.

**Chapter 4**

* In MyITLab, 4B Skill-Based Training & Exam, Act. 4.20, you must click in the chart first.

***EXCEL:***

**Chapter 2**

* P. 212, Step 5 – in the 5th sentence it should say E4, not E5.
* For column widths, an approximate conversion of points and pixels to inches is shown in the following table.

|  |  |  |
| --- | --- | --- |
| **Points** | **Pixels** | **Inches** |
| 18 | 24 | .25 |
| 36 | 48 | .5 |
| 72 | 96 | 1 |
| 108 | 144 | 1.5 |
| 144 | 192 | 2 |

**Chapter 4**

* For Ch. 4B, p. 351, Step 2, the Magazine Costs range should be B15:E16, not B15:B16.
* Ch. 4 on Activity 4.12 and the VLookup Function, you must drag over your selection always when in the simulation rather than typing in the cells or the name of the range.

***PPT:***

* In general, in MyITLab go slow with PPT and make sure you let it complete the preview before attempting to continue a task.
* Ch. 2, 2E, pp. 406-407 use the roller coaster picture closest to the one shown.
* Ch. 2, 2F, p. 409, Step 2, if you can’t find the Vertical Bracket List, use the Vertical Block List.
* Chapter 2 errors on the test:
  + Activity 2.12 in MyITLab says to change the shape effect, but you actually have to change the picture effect.
  + Activity 3.14 in MyITLab states to change the Themed Style and states 2nd column, 2nd row when it is actually 2nd column, 1st row—just be sure to read the description of the style when hovering over it.

**Chapter 3**

* On Skill-based exam, Act 3.17 go slowly and allow the preview to complete before continuing.
* Ch. 3 Grader Project, Step 2 should say “change the theme to Apothocary”, not the Theme Font.
* Ch. 3 Grader Project, Step 15, should say 00:05.550. It may still mark you wrong, if so, notify your instructor.

**Chapter 4**

* On 4E, Step 2, p. 535, if you don’t have the Decatur theme, you can download if from Office.com.