

LEARN WINDOWS 98 ERRATA SHEET

By Georgena Harrison, March 2001

Note: Hotkeys indicated using the Strikethrough format, and Underlined changes or additions to text sections.

Page	Lesson	Task	Step	Error	Correction
5	1	2	2	Omitted Hotkey in Programs	Add Hotkey: Programs
7	1	3	3	Omitted Hotkey in Open	Add Hotkey: Open
11	1	6	Tip	Omitted Hotkeys in File and Close	Add Hotkeys: File, Close
12	1	7	1	Omitted Hotkey in Shut Down	Add hotkey: Shut Down (Programs occurs 2 times in this step)
12	1	7	1 In Depth	Omitted Hotkey & Capitalization of Shut Down	Add hotkey & capitalize: Shut Down
12	1	7	2 In Depth	Omitted Hotkeys in Shut Down and Restart in MS-DOS	Add hotkeys: Shut Down, Restart in MS-DOS
13	1 Student Exercises	Identifying Parts	----	The figure has 2 sets of numbers labeling the parts, one in brownish ink and the other in light green ink.	The green numbers represent the correct set of window parts, but most of the time they are exactly over the item. They need to be moved slightly, and add a leader from the number to the window part. Eliminate the brownish set of numbers completely.
14	1 Student Exercises	Matching	2	The answer to statement #2 is not included in the answer list	Change answer D. (Maximize) to <u>Minimize</u> .
14	1 Student Exercises	Matching	8	This isn't incorrect, but ellipsis is not covered until page 18 in this book.	Your call – It can be included, or omitted (along with item J in the answer list) if you want to make sure the material has been covered before you use it in the Student Exercises.
14	1 Student Exercises	Reinforcement – Exercise 1	2	Hotkeys omitted in Arrange Icons and By Type If Auto Arrange is activated, the student cannot complete this step.	Add Hotkeys: Arrange Icons, By Type Add this sentence to the end of Step 2. <u>“If the icon will not drag and stay on the right edge of the screen, open the desktop’s shortcut menu by right-clicking an open spot on the desktop, choose Arrange Icons, and then click the check mart in front of Auto Arrange. Then repeat Step 2.”</u>
14	1 Student Exercises	Reinforcement – Exercise 2	3	Omitted hotkey in Open	Add Hotkey: Open

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14	1 Student Exercises	Reinforcement – Exercise 2	4	Omitted hotkeys in Close and File	Add Hotkeys: Close, File
14	1 Student Exercises	Reinforcement – Exercise 2	5	This step will not work.	Re-write Step 5 as “Open the My Computer window by pressing the <u>Arrow keys</u> ” (Insert the Up, Down, Left, & Right Arrow Keys here) “ <u>as needed</u> until the My Computer icon is highlighted, and then pressing Enter”(Insert Enter key here).
15	1 Student Exercises	Reinforcement – Exercise 4	1	Omitted Hotkey in Programs	Add Hotkey: Programs
21	2	3/4	3/4	The figure displayed below Step 3 and to the left of Step 4 has the wrong callout.	Callout should read “ <u>Horizontally</u> tiled windows”.
22	2	3	5	The figure displayed to the right of Step 5 has the wrong callout.	Callout should read “ <u>Vertically</u> tiled windows”.
23	2	4	1	The figure displayed to the right of Step 1 should show the My Computer window with the C: drive selected.	Substitute the screenshot from Page 18, Task 2, Step 1.
27	2	6	2	Omitted Hotkeys on File and Format	Add Hotkeys: File, Format
27	2	6	3	Omitted Hotkeys on Full, Label, and Start	Add Hotkeys: Full, Label, Start
28	2	6	5	Last sentence need to be changed.	Last sentence in Step 5 should read, “ <u>Remove</u> the formatted desk.”
29	2 Student Exercises	Identifying Parts	8	The leader for callout stops too short of the Check box.	Extend the leader for callout 8 closer to the Check box.
30	2 Student Exercises	Matching	1	The answer to statement #1 is not included in the answer list	Change” I” (Menu bar) in the Answer list to ” <u>Active</u> ”.
30	2 Student Exercises	Matching	4	Statement needs to be re-worded.	#4 statement should read “ These <u>square</u> boxes allow you to turn an option on or off.”
31	2 Student Exercises	Reinforcement Exercise 1	2	Step left out	Step 2 should read “ <u>Double-click the hard drive (C:) icon and change the view to show all the files and folders on the hard drive (C:) as large icons.</u> ”

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31	2 Student Exercises	Reinforcement Exercise 3	1	Omitted Hotkey on Folder Options.	Add Hotkey: Folder <u>O</u> ptions
31	2 Student Exercises	Reinforcement Exercise 3	3	Added incorrect Hotkeys on Hidden Files and Show all files	Remove the Hotkeys from Hidden Files and Show all files (These commands have no Hotkeys)
31	2 Student Exercises	Reinforcement Exercise 3	5	Omitted Hotkey on Restore Defaults	Add Hotkey: Restore <u>D</u> efaults
31	2 Student Exercises	Reinforcement Exercise 4	3	Steps omitted, and Hotkeys omitted from Start and Close.	Should say, “ <u>Choose Format, then</u> choose Start or Close depending on whether or not you’d like to format your disk.” (Be sure to add the Hotkeys as shown on Start and Close.)
35	3	3	2	Steps Omitted	Step 2 should read, “Double-click the CD-ROM drive icon. The <u>Learn win98</u> window opens showing your book cover. Click <u>Browse</u> to display the <u>Learn win98</u> window.” (This is consistent with the figure to the right of Step 2.)
36	3	4	1 Tip	Omitted Hotkey in File	Add Hotkey: File
38	3	4	5	Omitted Hotkey in Save	Add Hotkey: Save
38	3	4	6	The student will have more than 2 windows open at this time, but is instructed to close <u>both</u> windows.	Rewrite Step 6 to read simply, “ <u>Close all open windows.</u> ”
43	3 Student Exercises	Matching	5	Statement not clear	Reword as, “Choose this command when you wish to store your work <u>in the same location</u> with its current name.”
43	3 Student Exercises	Matching	7	Statement not clear	Reword as, “Choose this command when you wish to store your work to a <u>new location or with a new name.</u> ”
43	3 Student Exercises	Reinforcement Exercises 1	2	Omitted Hotkey in Programs	Add Hotkey: Programs
43	3 Student Exercises	Reinforcement Exercises 2	4	The student has 2 other windows open at this point.	Rewrite Step 4 to read, “Close the Paint application <u>and all open windows.</u> ”
45	4	1	2	Omitted Hotkeys in New and File	Add Hotkeys: New, File
45	4	1	3 Pot-hole	Omitted Hotkeys in Large Icons, Small Icons, and View	Add Hotkeys: Large Icons, Small Icons, View

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46	4	1	5	Omitted Hotkey in Rename	Add Hotkey: Rename
46	4	1	5 Tip	Omitted Hotkey in Rename	Add Hotkey: Rename
47	4	2	5	Omitted Hotkey in Open	Add Hotkey: Open
48	4	2	7	Omitted Hotkey in Save	Add Hotkey: Save
49	4	3	2	Steps omitted.	Step 2 should read, “ <u>Click browse in the Learn Windows 98 window. Then double-click</u> the Student folder in the CD-ROM drive window to open it.”
50	4	3	7 In Depth	Omitted Hotkey in Edit	Add Hotkey: Edit
51	4	3	8	“Files” should be singular, not plural.	Change “files” to “ <u>file</u> ”.
53	4	5	2 Tip	Omitted Hotkey in Named	Add Hotkey: Named
54	4	5	6 Pot-hole	Omitted Hotkeys in Of type and Find Now	Add Hotkeys: Of type and Find Now
55	4	6	3	Omitted Hotkeys in File and Restore	Add Hotkeys: File, Restore
58	4 Student Exercises	Identifying Parts	-----	The leaders for parts 3 and 5 are not exactly pointing to correct locations	Leader 3 need to point to the Floppy (A:) and <u>not</u> to the + Sign. Leader 5 should point to either the word Address or C:\My Documents
58	4 Student Exercises	Identifying Parts	-----	F label is not complete	Change F to read, “Toolbar <u>Command</u> ”
64	5	2	2 Tip	Omitted Hotkey in Index tab	Add Hotkey: Index tab
69	5	5	1	Omitted Hotkey in Folder Options	Add Hotkey: Folder Options
69	5	5	1	Figure to the left of Step 1 is displaying Help from the Start menu instead of Settings	You need a screenshot displaying the Start menu, and having Settings selected
73	5 Student Exercises	True-False	3	Omitted Hotkey in Contents	Add Hotkey: Contents
73	5 Student Exercises	True-False	9	Omitted Hotkeys in Contents and Index	Add Hotkeys: Contents and Index
73	5 Student Exercises	True-False	10	Omitted Hotkey in Search	Add Hotkey: Search

Page	Lesson	Task	Step	Error	Correction
73	5 Student Exercises	Identifying Parts	All	This exercise needs to be redone. First of all, there are only 6 parts numbered in the figure with 10 blanks. Also, 3 of the labels are not shown at all in the figure. Correcting this will require several changes.	Add these numbers with leaders to the figure: 7 -- Point to the Index tab 8 – Point to the Contents tab 9 – Point to the Options button on the toolbar 10 – Point to the Web Help button on the toolbar Change these labels to read as follows: C. All Help Topics listed alphabetically here E. Help Search tool here G. Help on selected topic displayed in this pane H. Type keywords here I. Choose topic in this pane
74	5 Student Exercises	Matching	--	Incorrect term in list	Change word J. from Find to Search .
75	5 Student Exercises	Reinforcement Exercise 1	2	Omitted Hotkey in Contents	Add Hotkey: Contents
75	5 Student Exercises	Reinforcement Exercise 2	1	Missing part of Step 1	Rewrite Step 1 to read, “With the Contents tab already selected, click Introducing Windows 98, then double-click What’s New in Windows 98.”
75	5 Student Exercises	Reinforcement Exercise 3	1	Omitted part of option	Step 1 should read, “... choose Setting, then Taskbar & Start Menu”
76	6	Introduction	---	Last sentence states 4 windows Accessories, but lists 5.	Change “four” to “ five windows Accessories”
77	6	1	1	Omitted Hotkey in Programs	Add Hotkey: Programs
78	6	1	4	Omitted Hotkey in Save in	Add Hotkey: Save in
78	6	1	5	Omitted Hotkeys in File name and Save	Add Hotkeys: File name and Save
79	6	2	1	Omitted Hotkey in Programs	Add Hotkey: Programs
79	6	2	3	Omitted Hotkey in No	Add Hotkey: No
81	6	2	7	These directions are incorrect. Also, Hotkey omitted in No.	Rewrite Step 7 to read, “The Open dialog box opens. Double-click the Student folder, and then double-click circles.bmp . When asked, “Save changes to untitled?” click No. “
81	6	2	9	Omitted Hotkey in Yes	Add Hotkey: Yes
82	6	3	1	Omitted Hotkey in Programs	Add Hotkey: Programs

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82	6	3	2	Incomplete Step.	Rewrite Step 2 to read, “Select File, Open from the Media Player menu bar. The <u>first</u> Open dialog box opens. <u>Click Browse, and the second Open dialog box opens.</u> ”
82	6	3	3	Incomplete Step.	Change the last sentence of Step 3 to read, “ <u>Click it, click the Open button, and then click OK.</u> ”
83	6	3	4	Incorrect Step.	Change Step 4 to read, “ <u>The Media Player will automatically play the selected sound file.</u> If you have speakers or earphones, you should hear the sound. “
84	6	4	1	Omitted Hotkey in Programs	Add Hotkey: Programs
84	6	4	1	I have checked the 1 st and 2 nd release of Windows 98 and cannot find the ActiveMovie Control referred to in this step. (I also checked another Windows 98 manual.)	These features can be accessed through the Media Player, so I’m adding directions in the entire task so the student can continue if the ActiveMovie Control is also not available to him. Change Step 1 to read, “Click Start and then select Programs, Accessories, Entertainment, and then click ActiveMovie Control. <u>If the Active Movie Control is not available, choose Media Player. Click File, Open, and then Browse.</u> ”
84	6	4	2	Omitted Hotkey in Look in.	Add Hotkey: Look in
84	6	4	2	Incomplete Step.	Change Step 2 to read, “ In the Look in: list box, select the CD_ROM drive, <u>then double-click the Student folder.</u> A list of available movies appears.”
84	6	4	3	Omitted Hotkey in Open.	Add Hotkey: Open
84	6	4	3	Incomplete Step.	Add to Step 3, after the 1 st sentence, “ <u>Click OK if necessary.</u> ”
85	6	4	4	Incorrect Step.	Change Step 4 to read, “ <u>The selected 30-second movie will automatically play.</u> ”
86	6	5	1	Omitted Hotkey in Programs	Add Hotkey: Programs
86	6	5	2	Omitted Hotkeys in Standard, Automatically fix, and Start	Add Hotkeys: Standard, Automatically fix, and Start
88	6 Student Exercises	Identifying Parts	3	The leader to part 3 is pointing exactly to the pencil tool, but needs to point to the entire Toolbox.	Possibly have the #3 leader to end in a bracket to show that it is pointing to the entire 16 button Toolbox, and not just to one button on the Toolbox.
90	6 Student Exercises	Reinforcement Exercise 2	1	Step 1 refers to a “following” document, but the document has been incorrectly inserted under Step 1 of Exercise 3.	Move the Memo document under Step 1 of Exercise 2.

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90	6 Student Exercises	Reinforcement Exercise 4	2	Since the ActiveMovie Control will probably not be available to the student, you need to include instructions to use the Media Player.	Rewrite the beginning of Step 2 to read, “ Using the ActiveMovie Control <u>or Media Player</u> , play ...”
96	7	2	4 Tip	Omitted Hotkey in Select All	Add Hotkey: Select All
97	7	2	7	Omitted Hotkeys in Edit and Paste	Add Hotkeys: Edit, Paste
98	7	3	2	Omitted Hotkey in Look in	Add Hotkey: Look in
100	7	3	8	Incorrect Hotkey in Exit, not the E.	Hotkey should be the x: Exit
102	7 Student Exercises	Identifying Parts	9	There are only 8 numbered parts in the figure.	Omit 9 from the list. You do not have to omit H (Clipboard) from the label list since you can have extras in the list. (You cannot add a label 9 for the Clipboard as it cannot be shown in the figure.)
103	7 Student Exercises	Matching	----	In the word list, item J is incorrect. The “y” should be a “v”.	Change the command to: Ctrl+v
103	7 Student Exercises	Reinforcement Exercises 1	2	This is confusing since the paint image is shown on the next page.	Add to the end of Step 2, “(Shown on page 104)”
107	8	1	1 Pot-hole	Omitted Hotkey in Programs	Add Hotkey: Programs
107	8	1	2	The figure to the right of Step 2 is incorrect	This figure should show the opening page of Internet Explorer, with the Address text box highlighted.
108	8	1	4	This site is now re-directed to www.nbc.com , and no longer has a Computing & Internet link.	Re-write Step 4 to read: “ <u>This</u> site offers news and information on local, national, and international levels. <u>Click on the word Tech</u> near the top of the page to read the latest in computer technology.”
108	8	1	5	No CNET link is available. Omit “click the CNET link or” from the step.	Re-write Step 5 to read: “Browse through the information available on this page and then type http://www.cnet.com in the Address box and press Enter.
108	8	1	----	Since web pages are always changing, many of the figures in this task do not match the current web pages.	The main idea is presented well, and the student can still practice moving through web pages by clicking on links. I think the only necessary changes in this task are the 4 listed above on pages 107 and 108.

Page	Lesson	Task	Step	Error	Correction
110	8	2	1	Omitted Hotkey in On the Internet	Add Hotkey: On the Internet
118	8	5	1 Pot-Hole	Omitted Hotkeys in Toolbars and Quick Launch	Add Hotkeys: Toolbars, Quick Launch
119	8	5	2 - 4	Outlook Express seems to have changed its Opening Screen, and some of its toolbar buttons.	The screens are similar, and the student should not have much trouble following along. The main difference is the Compose Message icon (Step 4) has been changed to New Mail icon. It is still located in the same place. If you change the wording to New Mail in the step, the figures in this entire task would all still show the Compose Message icon. – Probably just leave as is.
119	8	5	4 In Depth	Omitted Hotkey in File menu (and the capital F)	Add Hotkey and capitalize file: File
124	8 Student Exercises	Matching	----	This is an observation: Statements 1 – 10 exactly match with the list items A – J, in that order.	It would be better to rearrange the words in the list A – J so that the answers wouldn't be in order!
125	8 Student Exercises	Reinforcement Exercise 2	1	Omitted Hotkeys in From and On the Internet	Add Hotkeys: Find, On the Internet
125	8 Student Exercises	Reinforcement Exercise 2	4	Omitted Hotkeys in Find and People	Add Hotkeys: Find, People
125	8 Student Exercises	Reinforcement Exercise 4	3	Omitted Hotkey in New	Add Hotkey: New
125	8 Student Exercises	Reinforcement Exercise 4	5	The wrong screen is named to return to.	Step 5 should read: “ <u>Close Internet Explorer and return to the desktop Web settings page.</u> ”
125	8 Student Exercises	Reinforcement Exercise 5	2	To update, rewrite Step 2 to omit the reference to the Compose a Message option.	Rewrite Step 2 to read, “ <u>Create a new email message.</u> ”
125	8 Student Exercises	Reinforcement Exercise 5	4	The Download All option has been omitted form Outlook Express.	Omit Step 4 completely, and renumber the remaining step in Exercise 5.

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125	8 Student Exercises	Reinforcement Exercise 5	9	Clicking only selects and does not return you to the main menu	Change “clicking” to “ <u>double-clicking</u> ”
127	9	1	2 Tip	Omitted Hotkeys in Settings and Control Panel	Add Hotkeys: Settings, Control Panel
129	9	2	5	The figure to the right of Step 5 should show the Cancel button circled, but has the Apply button circled.	Circle the Cancel button in the figure.
130	9	3	1	There are 3 empty circles in the figure to the right of Step 1.	Remove the 3 circles form the figure.
130	9	3	2	Extra word (by) in Step 2	Omit the word “by”.
130	9	3	---	This task is not finished.	Add a Step 3. It should read, “ <u>Click Cancel to exit Display Properties without applying the changes.</u> ”
131	9	4	2	Omitted Hotkey in Screen Saver	Add Hotkey: Screen Saver
131	9	4	3 Tip	Omitted Hotkey in Preview	Add Hotkey: Preview
131	9	4	3	Omitted Hotkey in Wait	Add Hotkey: Wait
133	9	5	1	Omitted Hotkeys in Settings and Taskbar	Add Hotkeys: Settings, Taskbar
133	9	5	3	Omitted Hotkey in Add button	Add Hotkey: Add button
134	9	5	4	Omitted Hotkeys in Browse and Look in	Add Hotkeys: Browse, Look in
134	9	5	6	Omitted Hotkeys in Next and Select folder...	Add Hotkeys: Next, Select folder...
134	9	5	7	Omitted Hotkey in Next	Add Hotkeys: Next
135	9	5	9	Omitted Hotkey in Programs	Add Hotkeys: Programs
136	9	6	Intro	Omitted Hotkey in Programs menu (2 places)	Add Hotkeys: Programs menu
136	9	6	1	Omitted Hotkeys in Settings and Taskbar	Add Hotkeys: Settings, Taskbar
136	9	6	2	Omitted Hotkey in Remove	Add Hotkeys: Remove
137	9	6	4	Omitted Hotkey in Remove	Add Hotkeys: Remove

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137	9	6	5	Omitted Hotkey in Programs	Add Hotkeys: Programs
139	9 Student Exercises	Reinforcement Exercise2	1	Omitted Hotkey in Programs menu	Add Hotkeys: Programs menu
139	9 Student Exercises	Reinforcement Exercise3	1	Omitted Hotkey in Programs menu	Add Hotkeys: Programs menu