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| 日付 | 家充電 金額(¥) | EV比率% | EV残Km | 電費km/kWh | 燃費km/L | 備考 | 累積距離Km |
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１．１頁目の説明（上記表の作成）

①「挿入」→「表作成」から列数と行数を入力

② 表中のセル高さと幅を以下「レイアウト」の入力ボックスで指定

コンピューターのスクリーンショット

自動的に生成された説明

③ 印刷して、表やセルの大きさを確認し、必要に応じて微調整

２．２頁目の説明（ラベルレイアウトの作成）

① １枚のシートから取出ラベルの数分、上記の通り作表する。ここでは２列２行の４枚で、

　 縦横のサイズを上記同様に指定する。ここでは縦111mm, 横95mm

携帯電話の画面のスクリーンショット

自動的に生成された説明

② １頁の作成した表を２頁目で４つに区切った表の中にはめ込む。

１）まず、「挿入」→「テキストボックス」から横書きを選んで

マウスをドラッグして領域指定し、右クリックして図形の

書式設定から右のように塗りつぶしなし、と線なしにする。

　２） このテキストボックス内に１頁目の表をコピーしてペースト

　３） 出来上がった表付きのテキストボックスをコピーして、表の

　　　 ４つの枠内にペーストして位置を整える。

③ 両面コピーして横の位置がずれないように頁の余白を調整する。  
　　　　　 「レイアウト」→「余白」→「ユーザー設定」で数値入力する。ここでは左余白を10mmに設定。

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