

Bài 1: Ý nghĩa của các thao tác sau

Insert → Object

Covert Text to table

Insert → SmartArt

Insert → Shapes

Delete Rows

Insert Right

Covert to Text

Insert Below

Repeat Header Row

Merge Cells

Bài 2: Con hãy nối với thao tác tương ứng?

Change the *width* of the *table column* Table 3 to 2.5".



Chọn Daily Price → Layout → Sort → Descending

Below the heading "Table 2", *Delete rows* content is "The Grand Hotel"



Chọn bảng → Design → Table style

Below the heading "Table 2", Apply the Grid *Table 4 - Accent 2 Table style* to the table.



Chọn cột -> Layout -> width

Below the heading "Table 2", *Insert to the right* of the "Daily Price" column and enter the heading "Email"



Chọn Hàng 1 → Layout → Repeat Header Rows

Below the heading "Table 2", *Sort the table* by "Daily Price" in *Descending* order.



Chọn hàng → Layout → Delete Row

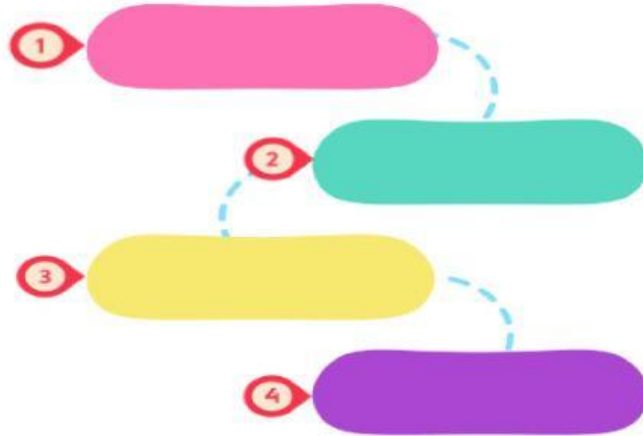
Below the heading "Table 2", Make the headings of the "Hotels" table *repeat* into the second page.



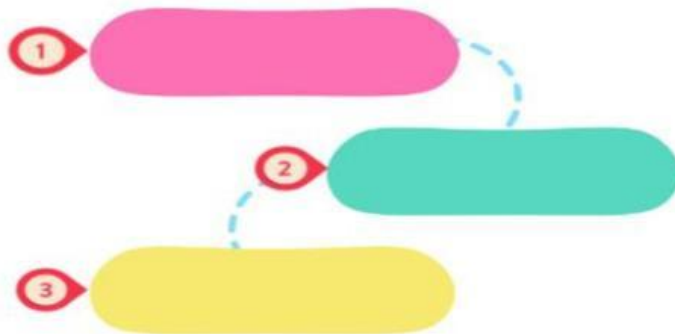
Daily → Layout → Insert Right → Email

Bài 3: Con hãy chọn thứ tự thực hiện các bước?

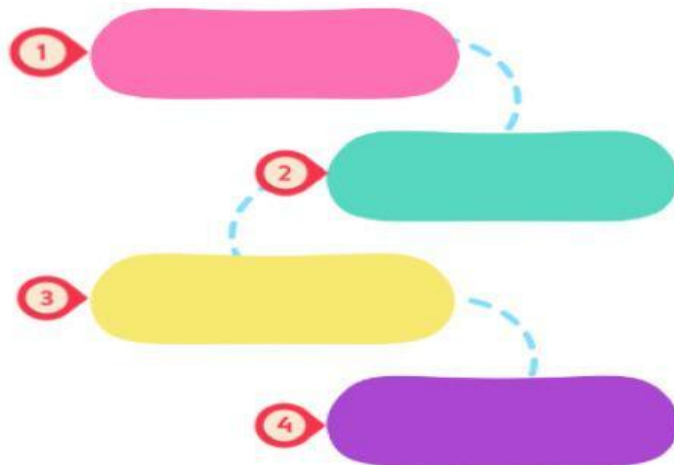
Add the contents from the file **F14.xlsx** under the title "Table 8".



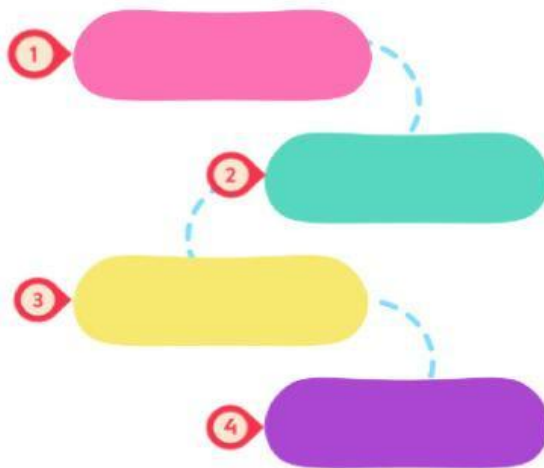
Below the heading "Table 2", Make the headings of the "Hotels" **table repeat** into the second page.



Below the heading "Table 2", **Sort** the table by "Daily Price" in **Descending** order.



Below the heading "Table 1", Insert a table with 4 columns, 3 rows.



Below the heading "Table 3", Create a table from the text "Date" to "\$15". Create the table that is seperated by tabs and spreads.

