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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



 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



 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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