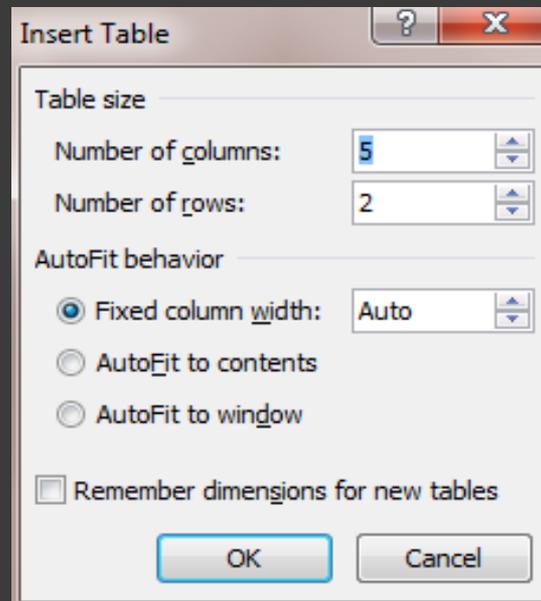
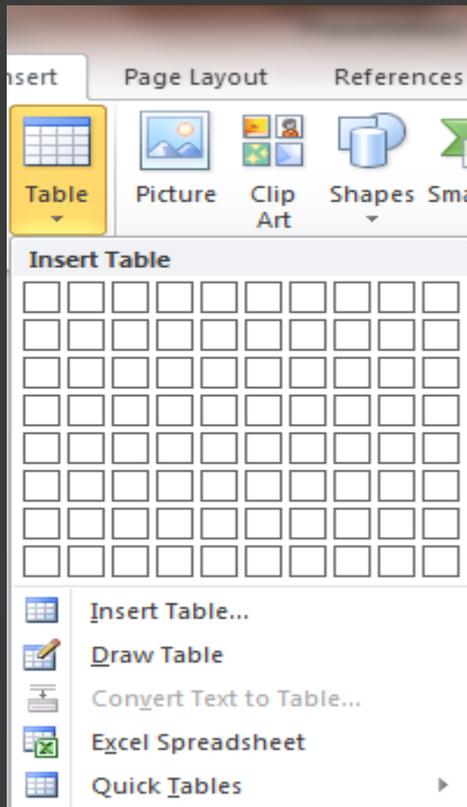


BAB V

BEKERJA DENGAN TABEL

Windi Novianti

Membuat Tabel



- ⦿ Fixed column width, lebar kolom tetap
- ⦿ Auto fit to content, lebar kolom akan menyesuaikan dengan isi kolom tersebut, makin panjang isi kolom tersebut, makin lebar pula kolomnya.
- ⦿ Auto fit to window, yang diatur adalah lebar tabel secara keseluruhan disesuaikan dengan lebar kertas.

Menyisipkan Excel Spreadsheet



Menggunakan Quick Tables

The screenshot shows the Microsoft Word interface with the 'Insert Table' task pane open. The 'Quick Tables' option is selected, displaying a gallery of three calendar templates:

- Calendar 1:** A simple calendar for December with days of the week (M, T, W, T, F, S, S) and dates 1 through 8.
- Calendar 2:** A calendar for MAY with days of the week (M, T, W, T, F, S, S) and dates 1 through 27.
- Calendar 3:** A calendar for December with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates 1 through 8.

At the bottom of the gallery, there is a button labeled 'Save Selection to Quick Tables Gallery...'.

Desain Tabel



Opsi-Opsi Style Tabel

- ⦿ Header Row, memberi format khusus terhadap baris pertama tabel
- ⦿ Total row, memberi format khusus terhadap baris terakhir tabel.
- ⦿ Banded Row, memberi format yang berselang-seling terhadap baris-baris tabel
- ⦿ First column, memberi format khusus terhadap kolom pertama
- ⦿ Last column, memberi format khusus terhadap kolom terakhir
- ⦿ Banded column, memberi format yang berselang-seling terhadap kolom-kolom tabel

Ukuran Tabel

