



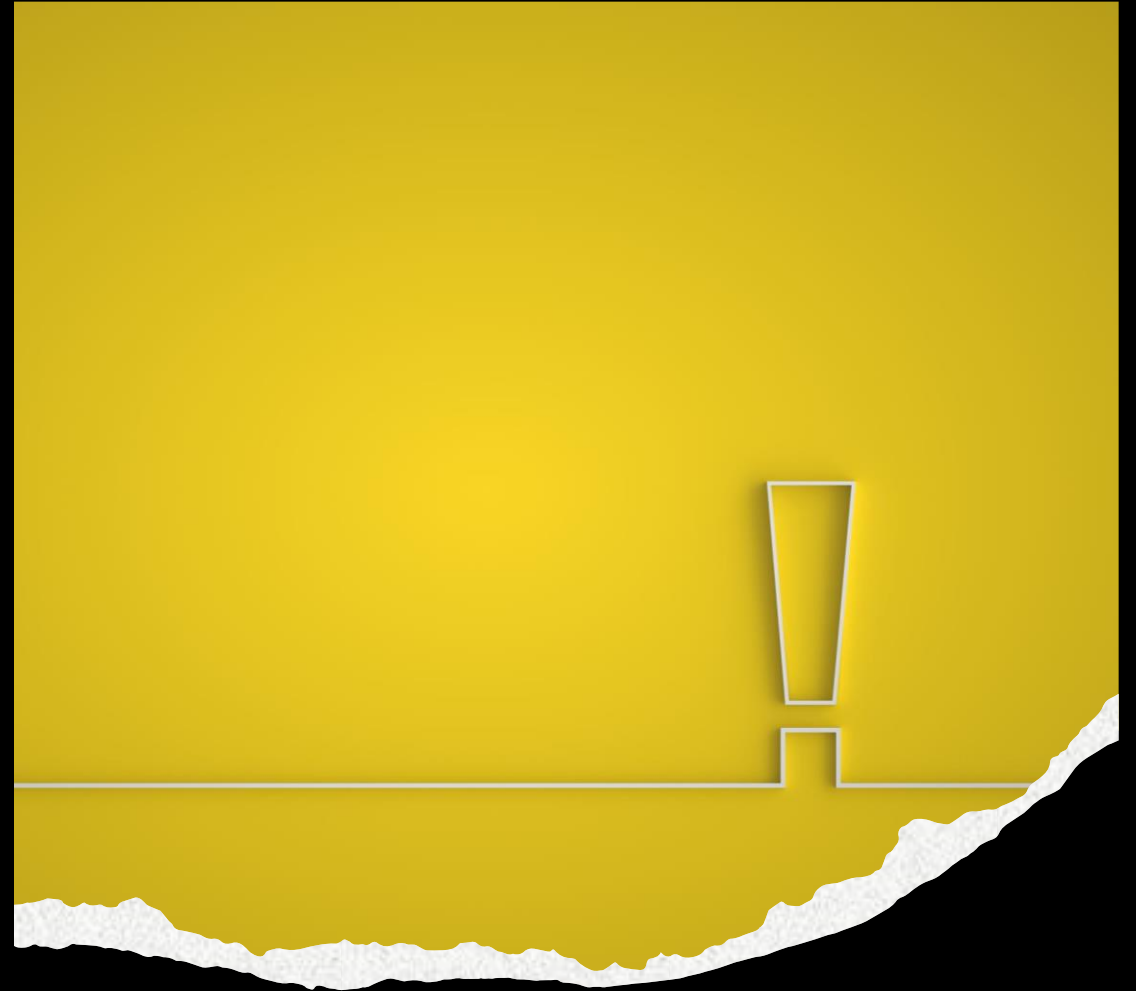
CREATE TABLES & LISTS

PERTEMUAN 6

KOMPETENSI

Mahasiswa mampu melakukan:

- Create tables
- Modify tables
- Create and modify list



Create tables

- ☐ Create basic tables
- ☐ Converting between text and tables
- ☐ Setting autofit option
- ☐ Nesting multiple tables
- ☐ Inserting preformatted tables

Modify tables

01

Formatting
tables

02

Modifying
table data

03

Sorting
table data

04

Using
formulas in
tables

05

Modifying
table
structure

Create and modify list



CREATING BULLETED AND
NUMBERED LISTS



MODIFYING BULLETED AND
NUMBERED LISTS