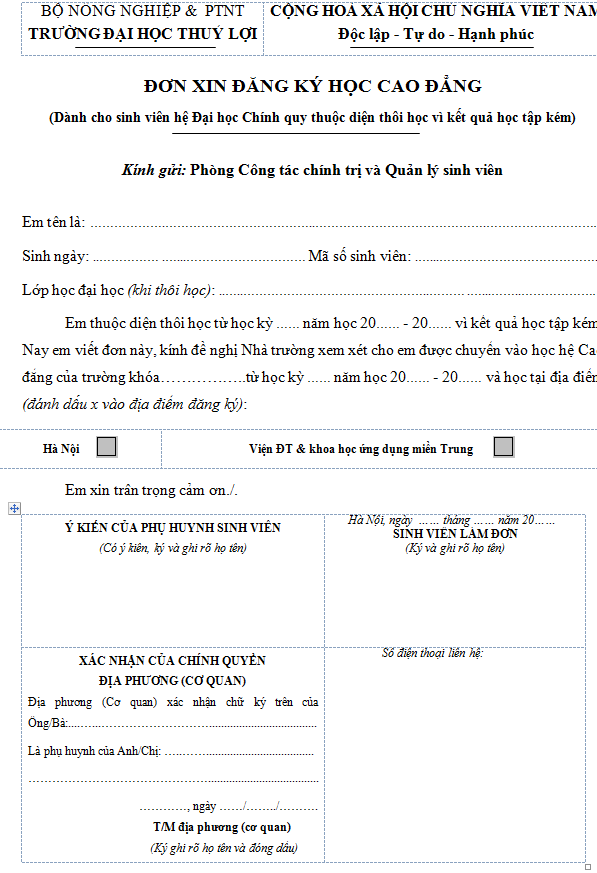
**Bµi 7.1**

***(Kü n¨ng c¬ b¶n, sö dông Tab)***

**Yªu cÇu:**

**1.T¹o v¨n b¶n nh­ sau:**



**Bµi 7.2**

***(Sö dông Column, Picture, WordArt)***

**Yªu cÇu:**

**1.So¹n v¨n b¶n nh­ sau:**



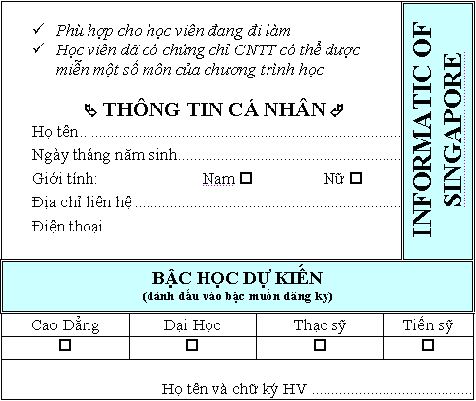
**Bµi 7.3**

***(Kü n¨ng víi Table)***

**Yªu cÇu:**

**1.T¹o b¶ng nh­ sau:**



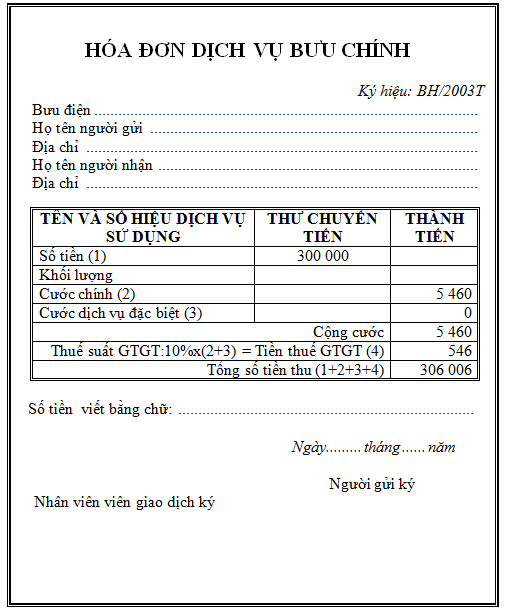
**

**Bµi 7.4**

***(Kü n¨ng víi Table, Tab, Fomular)***

**Yªu cÇu:**

**1.So¹n v¨n b¶n nh­ sau:**



**Bµi 7.5**

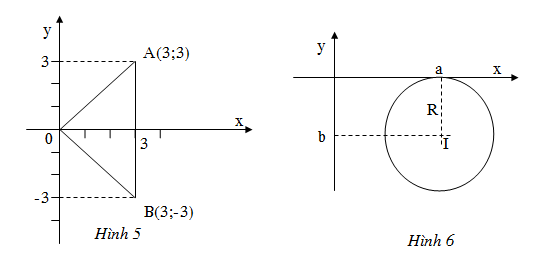
***(Kü n¨ng víi Equation)***

**Yªu cÇu:**

**1.C¸c c«ng thøc to¸n nh­ sau:**



**1.VÏ c¸c h×nh sau:**



3

-3

0

A(3;3)

B(3;-3)

3

x

y

*H×nh 5*

*H×nh 6*

a

b

I

R

x

y

3

-3

0

A(3;3)

B(3;-3)

3

x

y

*H×nh 5*

*H×nh 6*

a

b

I

R

x

y

**Bµi 7.6**

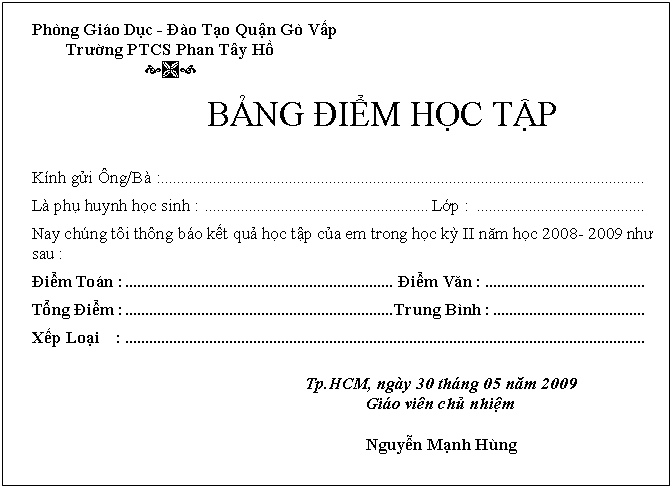
***(Kü n¨ng víi trén tµi liÖu)***

**Yªu cÇu:**

**1.B¶ng d÷ liÖu nh­ sau trªn excel:**



**2.T¹o mÉu biÓu nh­ bªn d­íi vµ thùc hiÖn trén tµi liÖu:**



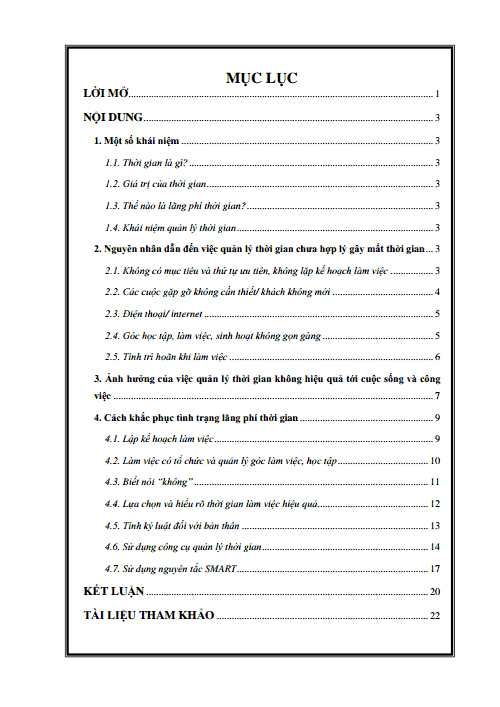
**Bµi 7.7**

***(Kü n¨ng víi Style vµ Table of Content ®Ó t¹o môc lôc tù ®éng)***

**Yªu cÇu:**

**1.T¹o 3 style vµ so¹n c¸c môc t­¬ng øng víi môc lôc bªn d­íi**

**2.T¹o môc lôc bªn d­íi:**

****

**Bµi 7. 8**

***(Kü n¨ng vÏ biÓu ®å)***

**Yªu cÇu:**

**1.VÏ biÓu ®å víi sè liÖu cho bªn d­íi**

