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|----------------|----|---------------------|
| Tableur | 1C | Mise en page |
|----------------|----|---------------------|

Etape 1 : Recopier le tableau suivant

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------------------|--------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|---|
| 1 | HOTEL DE LA PLACE | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | Réservation du mois de : | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | Date | Ch. 1 | Ch. 2 | Ch. 3 | Ch. 4 | Ch. 5 | Ch. 6 | Ch. 7 | Ch. 8 | Ch. 9 | Ch. 10 | |
| 6 | Lundi | 1 | | | | | | | | | | | |
| 7 | Mardi | 2 | | | | | | | | | | | |
| 8 | Mercredi | 3 | | | | | | | | | | | |
| 9 | Jeudi | 4 | | | | | | | | | | | |
| 10 | Vendredi | 5 | | | | | | | | | | | |
| 11 | Samedi | 6 | | | | | | | | | | | |
| 12 | Dimanche | 7 | | | | | | | | | | | |
| 13 | Lundi | 8 | | | | | | | | | | | |
| 14 | Mardi | 9 | | | | | | | | | | | |
| 15 | Mercredi | 10 | | | | | | | | | | | |
| 16 | Jeudi | 11 | | | | | | | | | | | |
| 17 | Vendredi | 12 | | | | | | | | | | | |
| 18 | Samedi | 13 | | | | | | | | | | | |
| 19 | Dimanche | 14 | | | | | | | | | | | |
| 20 | Lundi | 15 | | | | | | | | | | | |
| 21 | Mardi | 16 | | | | | | | | | | | |
| 22 | Mercredi | 17 | | | | | | | | | | | |
| 23 | Jeudi | 18 | | | | | | | | | | | |
| 24 | Vendredi | 19 | | | | | | | | | | | |
| 25 | Samedi | 20 | | | | | | | | | | | |
| 26 | Dimanche | 21 | | | | | | | | | | | |
| 27 | Lundi | 22 | | | | | | | | | | | |
| 28 | Mardi | 23 | | | | | | | | | | | |
| 29 | Mercredi | 24 | | | | | | | | | | | |
| 30 | Jeudi | 25 | | | | | | | | | | | |
| 31 | Vendredi | 26 | | | | | | | | | | | |
| 32 | Samedi | 27 | | | | | | | | | | | |
| 33 | Dimanche | 28 | | | | | | | | | | | |
| 34 | Lundi | 29 | | | | | | | | | | | |
| 35 | Mardi | 30 | | | | | | | | | | | |
| 36 | Mercredi | 31 | | | | | | | | | | | |

Etape 2 : Mise en page du tableau

Changer les tailles de police pour les titres

Dessiner les bordures du tableau qui sont pour le moment invisible à l'impression : **format > cellules**

> bordures

Fusionner les cellules pour les différents titres

Pour Microsoft Word : utiliser l'icône  ou **Format > Cellule > Alignement > Fusionner**

les cellules

Pour Open Office : **Format > Fusionner les cellules**

Mettre une trame de fond (couleur de fond) pour mettre en valeur les week-end:

Pour Microsoft Excel : **Format > Cellule > Motifs**

Pour Open Office : **Format > Cellule > Arrière-Plan**

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|---------------------------------|-----------|--------------|--------------|--------------|--------------|------------------------|--------------|--------------|--------------|--------------|---------------|
| 1 | HOTEL DE LA PLACE | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Réservation du mois de : | | | | | | <i>Mai 2006</i> | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | Date | | Ch. 1 | Ch. 2 | Ch. 3 | Ch. 4 | Ch. 5 | Ch. 6 | Ch. 7 | Ch. 8 | Ch. 9 | Ch. 10 |
| 6 | Lundi | 1 | | | | | | | | | | |
| 7 | Mardi | 2 | | | | | | | | | | |
| 8 | Mercredi | 3 | | | | | | | | | | |
| 9 | Jeudi | 4 | | | | | | | | | | |
| 10 | Vendredi | 5 | | | | | | | | | | |
| 11 | Samedi | 6 | | | | | | | | | | |
| 12 | Dimanche | 7 | | | | | | | | | | |
| 13 | Lundi | 8 | | | | | | | | | | |
| 14 | Mardi | 9 | | | | | | | | | | |
| 15 | Mercredi | 10 | | | | | | | | | | |
| 16 | Jeudi | 11 | | | | | | | | | | |
| 17 | Vendredi | 12 | | | | | | | | | | |
| 18 | Samedi | 13 | | | | | | | | | | |
| 19 | Dimanche | 14 | | | | | | | | | | |
| 20 | Lundi | 15 | | | | | | | | | | |
| 21 | Mardi | 16 | | | | | | | | | | |
| 22 | Mercredi | 17 | | | | | | | | | | |
| 23 | Jeudi | 18 | | | | | | | | | | |
| 24 | Vendredi | 19 | | | | | | | | | | |
| 25 | Samedi | 20 | | | | | | | | | | |
| 26 | Dimanche | 21 | | | | | | | | | | |
| 27 | Lundi | 22 | | | | | | | | | | |
| 28 | Mardi | 23 | | | | | | | | | | |
| 29 | Mercredi | 24 | | | | | | | | | | |
| 30 | Jeudi | 25 | | | | | | | | | | |
| 31 | Vendredi | 26 | | | | | | | | | | |
| 32 | Samedi | 27 | | | | | | | | | | |
| 33 | Dimanche | 28 | | | | | | | | | | |
| 34 | Lundi | 29 | | | | | | | | | | |
| 35 | Mardi | 30 | | | | | | | | | | |
| 36 | Mercredi | 31 | | | | | | | | | | |
| 37 | | | | | | | | | | | | |

Etape 2 : Format des cellules

Nous allons maintenant compléter les réservations de l'hôtel. Utiliser pour cela la fonction **format > Cellules > Alignement**.

Enregistrer le document en le nommant « reservation »

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|---------------------------------|-----------|---------------|--------------|--------------|--------------|-----------------|--------------|--------------|--------------|--------------|---------------|--|
| 1 | HOTEL DE LA PLACE | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | Réservation du mois de : | | | | | | Mai 2006 | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Date | | Ch. 1 | Ch. 2 | Ch. 3 | Ch. 4 | Ch. 5 | Ch. 6 | Ch. 7 | Ch. 8 | Ch. 9 | Ch. 10 | |
| 6 | Lundi | 1 | Mr Schmidt | Mr Dupont | | | | | Mr Simon | | | | |
| 7 | Mardi | 2 | | | | Mr Budot | | | | | | | |
| 8 | Mercredi | 3 | | | | | | | | | | | |
| 9 | Jeudi | 4 | | | | | | | | | | | |
| 10 | Vendredi | 5 | | | | | | | | | | | |
| 11 | Samedi | 6 | Mme Fleur | | | | | | | | | | |
| 12 | Dimanche | 7 | | | | | | | | | | | |
| 13 | Lundi | 8 | | | | | | Mme Giroudot | | | Mr Clame | | |
| 14 | Mardi | 9 | | | | | | | | | | | |
| 15 | Mercredi | 10 | | | | | | | | | | | |
| 16 | Jeudi | 11 | | | | | | | | | | | |
| 17 | Vendredi | 12 | | | | | Mr Clerc | | | | | | |
| 18 | Samedi | 13 | | | | | | | | | | | |
| 19 | Dimanche | 14 | | | | | | | | | | | |
| 20 | Lundi | 15 | | | Mr Tretou | | | | | | | | |
| 21 | Mardi | 16 | | | | | | | | | | | |
| 22 | Mercredi | 17 | | | | | | | | | | | |
| 23 | Jeudi | 18 | | | | | | | Mr Rikou | | | | |
| 24 | Vendredi | 19 | | | | | | | | | | | |
| 25 | Samedi | 20 | | | | | | | | | | | |
| 26 | Dimanche | 21 | | | | | | | | | | | |
| 27 | Lundi | 22 | | | | | | | | | | | |
| 28 | Mardi | 23 | | | | | | | | | | | |
| 29 | Mercredi | 24 | | | | Mme Slim | | | | Mme Giron | | | |
| 30 | Jeudi | 25 | | | | | | | | | | | |
| 31 | Vendredi | 26 | | | | | | | | | | | |
| 32 | Samedi | 27 | | | | | | | | | | | |
| 33 | Dimanche | 28 | | | | | | | | | | | |
| 34 | Lundi | 29 | | | | | | | | | | | |
| 35 | Mardi | 30 | | | | | | | | | | | |
| 36 | Mercredi | 31 | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | |