[课程标题] 签到表

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| 地点： | [地址或教室信息] | 日期： | [日期] | 时间： | [时间] |

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|  | 姓名 | 电子邮件 | 通讯地址 |
|  | [要添加行，请在任何行中单击，然后在功能区的“表格工具”下的“布局”选项卡上，单击“插入”选项。] | [要在新行的第一个单元格中添加数字，请在“开始”选项卡上的“样式”组中，单击“数字”。] |  |
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