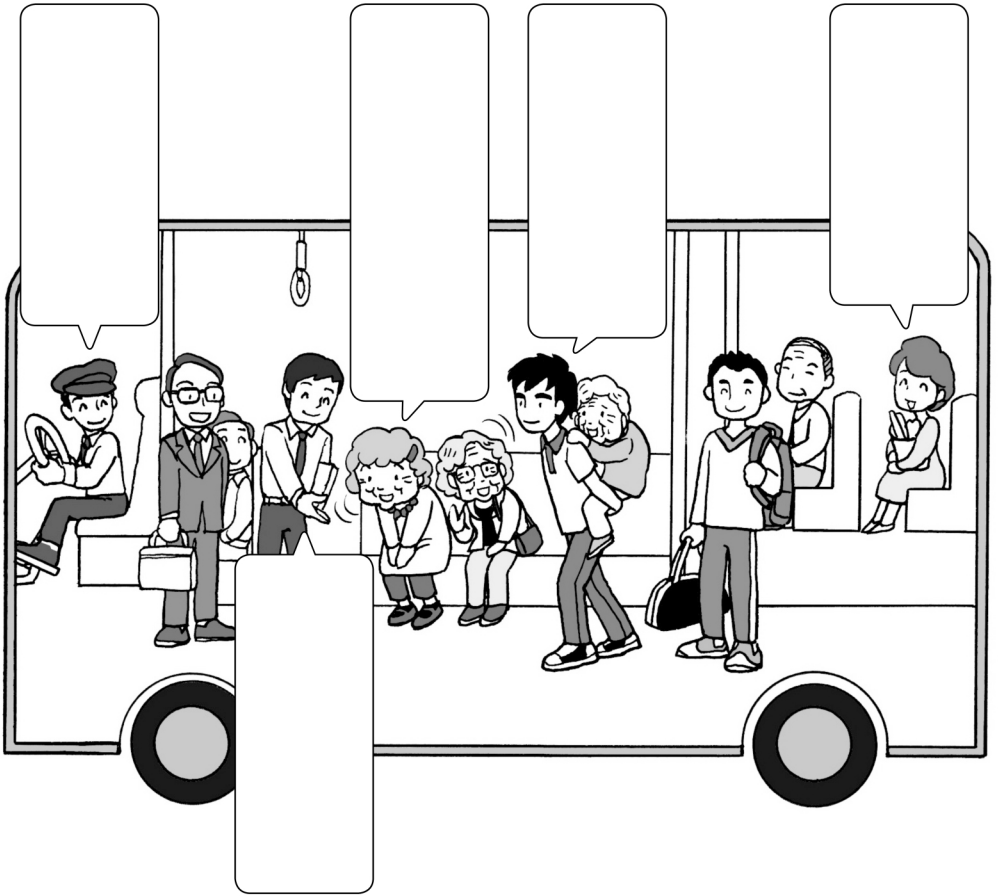ワークシート