



Using Excel 2010 / 2007 Functions Effectively

Course Duration:

7 Hours / 1 Day

1 Introduction

- Course Objectives
- Course Contents

2 Information Functions

- Overview
- ISBLANK
- ISNUMBER
- ISERROR
- IFERROR
- TYPE

3 Database Functions

- DSUM
- DAVERAGE
- DCOUNT & DCOUNTA
- DMAX & DMIN

4 Text Functions

- LEFT
- RIGHT
- MID
- LEN
- LOWER
- SEARCH
- REPLACE
- UPPER
- PROPER
- SUBSTITUTE
- TRIM

5 Lookup and Reference Functions

- Using VLOOKUP to Find Data
- Limit the VLOOKUP Value for Exact Match

- Using the Closest Match for the VLOOKUP Value
- HLOOKUP
- INDEX
- Match

6 Statistical Functions

- MEDIAN
- MODE
- GROWTH
- LARGE
- SMALL
- RANK

7 Financial Functions

- PMT, IPMT & PPMT
- PV
- FV
- DB
- DDB

8 Other Functions

- SUMPRODUCT
- ABS
- INT
- ROUND
- ROUNDUP
- ROUNDDOWN
- SUBTOTAL
- TODAY
- DAY
- MONTH
- YEAR
- NETWORKDAYS
- WEEKDAY
- WORKDAY
- IF
- AND
- OR
- SUMIF
- COUNTIF
- AVERAGEIF
- SUMIFS
- AVERAGEIFS

- COUNTIFS



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上課時數:

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1 簡介

- 課程目的
- 課程內容

2 資訊函數

- 應用概念
- ISBLANK
- ISNUMBER
- ISERROR
- IFERROR
- TYPE

3 資料庫函數

- DSUM
- DAVERAGE
- DCOUNT & DCOUNTA
- DMAX & DMIN

4 文字與資料函數

- LEFT
- RIGHT
- MID
- LEN
- SEARCH
- REPLACE
- LOWER
- UPPER
- PROPER
- SUBSTITUTE
- TRIM

5 尋找與參照函數

- VLOOKUP
- HLOOKUP
- INDEX

- MATCH
- #### 6 統計函數
- MEDIAN
 - MODE
 - GROWTH
 - LARGE
 - SMALL
 - RANK
- #### 7 財務函數
- PMT, IPMT & PPMT
 - PV
 - FV
 - DB
 - DDB
- #### 8 其他函數
- SUMPRODUCT
 - ABS
 - INT
 - ROUND
 - ROUNDUP
 - ROUNDDOWN
 - SUBTOTAL
 - TODAY
 - DAY
 - MONTH
 - YEAR
 - NETWORKDAYS
 - WEEKDAY
 - WORKDAY
 - IF
 - AND
 - OR
 - SUMIF
 - COUNTIF
 - AVERAGEIF
 - SUMIFS
 - AVERAGEIFS
 - COUNTIFS