



Using Excel Functions Effectively 2013

Course Duration:

7 Hours/1 Day

1 Information Functions

- Overview
- ISBLANK
- ISNUMBER
- ISERROR
- IFERROR
- TYPE
- SHEET
- SHEETS

2 Logical Functions

- IF
- AND
- OR

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
- LARGE
- SMALL
- RANK
- COUNTIF
- COUNTIFS
- AVERAGEIF
- AVERAGEIFS

7 Date and Time Functions

- TODAY
- DAY
- MONTH
- YEAR
- NETWORKDAYS
- WEEKDAY
- WORKDAY

8 Financial Functions

- PMT, IPMT & PPMT
- PV
- FV

9 Math & Trig Functions

- SUMPRODUCT
- ABS
- INT
- ROUND
- ROUNDUP
- ROUNDDOWN
- SUBTOTAL
- SUMIF
- SUMIFS



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上課時數:

7 小時/1 日

1 資訊函數

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

2 邏輯函數

- IF
- AND
- OR

3 資料庫函數

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

4 文字函數

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

5 尋找與參照函數

- VLOOKUP
- 使用 VLOOKUP 搜尋完全相乎的資料
- Using the Closest Match for the VLOOKUP Value
- HLOOKUP
- INDEX
- Match

6 統計函數

- MEDIAN
- MODE
- LARGE
- SMALL
- RANK
- COUNTIF
- COUNTIFS
- AVERAGEIF
- AVERAGEIFS

7 日期和時間函數

- TODAY
- DAY
- MONTH
- YEAR
- NETWORKDAYS
- WEEKDAY
- WORKDAY

8 財務函數

- PMT, IPMT & PPMT
- PV
- FV

9 數學與三角函數

- SUMPRODUCT
- ABS
- INT
- ROUND
- ROUNDUP
- ROUNDDOWN
- SUBTOTAL
- SUMIF