1 絕對值 (|x|)

|  |  |  |
| --- | --- | --- |
| FUNCTIONS函數 | RESULTS結果 | MEANING意義 |
| =ABS(1–4) | 3 | absolute value |
| =ABS (–2) | #NAME? | no blank |

2 整數

|  |  |  |
| --- | --- | --- |
| =INT(18/5), =INT(3.65) | 3 | integer part |
| =INT(–4.3) | –5 |  |

3 去除小數

|  |  |  |
| --- | --- | --- |
| =TRUNC(3.65) | 3 | Truncate截尾 |
| =TRUNC(–4.3) | –4 |  |
| =TRUNC(123.456) | 123 | =INT(123.456) |
| =TRUNC(123.456,1) | 123.4 | 1位小數 (0.1) |
| =TRUNC(123.456,2) | 123.45 | 2位小數 (0.01) |
| =TRUNC(129.456,–1) | 120 | 十位 |

4 餘數 (a%b)

|  |  |  |
| --- | --- | --- |
| =MOD(19,4) | 3 | 餘數remainder of 19/4 |
| =MOD(–15,4) | 1 | 意義不大 |
| =MOD(15,–4) | –1 |  |
| =MOD(–15,–4) | –3 |  |

5 四捨五入 ROUND, ROUNDUP, ROUNDDOWN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| =ROUND(125.678,0) | 126 | 126 | 125 | 準確至1 (個位) |
| =ROUND(125.678,1) | 125.7 | 125.7 | 125.6 | 1位小數 (0.1) |
| =ROUND(125.678,2) | 125.68 | 125.68 | 125.67 | 2位小數 (0.01) |
| =ROUND(125.678,–1) | 130 | 130 | 120 | 十位 10 |
| =ROUND(125.678,–2) | 100 | 200 | 100 | 百位 100 |

6 平方根

|  |  |  |
| --- | --- | --- |
| =SQRT(16) | 4 |  |
| =SQRT(–16) | #NUM! | Error |

7 次方(xⁿ) ~pow()

|  |  |  |
| --- | --- | --- |
| =POWER(2,3) | 8 | =2³ 三次方 |
| =POWER(3,2) | 9 | =3² 二次方 |
| =POWER(2,–3) | 0.125 | =2‾³ |

8 隨機數

|  |  |  |
| --- | --- | --- |
| =RAND() | 0 ≤ x ≤ 0.999 | random number (0–0.999) |
| =RAND()\*100 | 0 ≤ x ≤ 99.999 |  |
| =INT(RAND()\*100) | 0 – 99 | C: n=rand()%100; |
| =INT(RAND()\*6)+1 | 1 – 6 | C: n=rand()%6+1; |

9 平方和 (a²+b²)

|  |  |  |
| --- | --- | --- |
| =SUMSQ(3, 4) | 25 | =3²+4² |
| =SUMSQ(10) | 100 | =10² |
| =SUMSQ(A1:A3) | 14 | A1=1,A2=2,A3=3 |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| 1 | 3 | TRUE |  |  |  |
| 2 | 5 | 10 |  |  |  |

10 總和 ∑

|  |  |  |
| --- | --- | --- |
| =SUM(A1,B1,2) | 5 | =3+TRUE(文字)+2 |
| =SUM(A2:B2, 15) | 30 | =5+10+15 |
| =SUM(3, 2) | 5 |  |
| =SUM("3", 2, TRUE) | 6 | =3+2+TRUE(1) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| 1 | 7 | 10 | 4 |  | Sales |
| 2 | 3.5 | 7 | 18 |  | 12/8/90 |
| 3 | 3.5 | 9 | 7 |  |  |
| 4 | 1 | 27 |  |  | 19 |
| 5 | 2 | 2 |  |  | 22.24 |
| 6 |  |  |  |  | TRUE |
| 7 |  |  |  |  | #DIV/0! |

11 排名次 =RANK(數值Num,範圍Ref,次序Order)

|  |  |  |
| --- | --- | --- |
| =RANK(A1, A1:A5, 0) | 1 | =0 由大至小descending |
| =RANK(A1, A1:A5) | 1 | 同上 |
| =RANK(A1, A1:A5, 1) | 5 | ≠0 由小至大ascending |

12 平均分

|  |  |  |
| --- | --- | --- |
| =AVERAGE(B1:B5) | 11 | =(10+7+9+27+2)/5 |
| =AVERAGE(Scores) | 11 | Scores = B1:B5 |
| =AVERAGE(B1:B5,5) | 10 | =(10+7+9+27+2+5)/6 |

13 數一數 (數字、日期)

|  |  |  |
| --- | --- | --- |
| =COUNT(E1:E7) | 3 | 數字儲存格 |
| =COUNT(E1:E3) | 1 | 包括date |
| =COUNT(E1:E7, 2) | 4 |  |

14 數一數 (非空格，空格)

|  |  |  |
| --- | --- | --- |
| =COUNTA(E1:E7) | 6 | 非空白non–blank |
| =COUNTA(E1:E7, 2) | 7 |  |
| =COUNTBLANK(E1:E7) | 1 | 空白blank cells |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| 1 | apples | oranges | peaches | apples | =IF(C3<50,"",C3) |
| 2 | 32 | 54 | 75 | 86 | =IF(C3<50,0,C3) |

15 數一數 (範圍，條件)

|  |  |  |
| --- | --- | --- |
| =COUNTIF(A1:D1,"apples") | 2 | 如果等如"apples" |
| =COUNTIF(A2:D2,">=55") | 2 | 如果大於或等如55 |
| =COUNTIF(A2:D2,">"&B2) | 2 | 如果大於54 |

16 如果．．，則．．，否則．．

|  |  |
| --- | --- |
| =IF(A10>=50, "Pass", "Fail") | 如果A10>=50，則"Pass"，否則"Fail" |
| =IF(A10=100,SUM(B5:B15),"") | 如果A10=100，則SUM(B5:B15)，否則"" |
| =IF(A2>89, "A", IF(A2>79, "B", IF(A2>69, "C", IF(A2>59, "D", "F")))) | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | 房屋價值 | 銷售佣金 |  | 10 |
| 2 | 100,000 | 7,000 |  | 7 |
| 3 | 200,000 | 14,000 | ✓ | 9 |
| 4 | 300,000 | 21,000 | ✓ | 27 |
| 5 | 400,000 | 28,000 | ✓ | 2 |

17 加總B2:B5，如果A2:A5大於160000

|  |  |  |
| --- | --- | --- |
| =SUMIF(A2:A5,">160000",B2:B5) | 63,000 |  |

18 最大、最小

|  |  |  |
| --- | --- | --- |
| =MAX(D1:D5) | 27 | 最大 |
| =MAX(D1:D5,30) | 30 |  |
| =MIN(D1:D5) | 2 | 最小 |
| =MIN(D1:D5, 0) | 0 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | Frequency | Color | 顏色 |  |
| 2 | 4.1423 | red | 紅 |  |
| 3 | 4.1934 | orange | 橙 |  |
| 4 | 5.1723 | yellow | 黃 |  |
| 5 | 5.7734 | green | 綠 |  |
| 6 | 6.3898 | blue | 藍 | 已排序 |
| 7 | 7.3134 | violet | 紫 | \*\* Sorted List |

19 LOOKUP(目標數值，尋找範圍，回傳範圍) sorted list required

|  |  |  |
| --- | --- | --- |
| =LOOKUP(4.91, A2:A7, B2:B7) | orange |  |
| =LOOKUP(5.00, A2:A7, B2:B7) | orange |  |
| =LOOKUP(7.66, A2:A7, B2:B7) | violet |  |
| =LOOKUP(1.66, A2:A7, B2:B7) | #N/A |  |
| =LOOKUP(4.91, A2:A7, C2:C7) | 橙 |  |
| =LOOKUP("RED", B2:B7, C2:C7) | 紅 | not case sensitive |
| =LOOKUP("blue", B2:B7, C2:C7) | #N/A | B2:B7 is unsorted |

20

|  |  |  |
| --- | --- | --- |
| =LOOKUP("C",{"a","b","c","d";1,2,3,4}) | 3 |  |
| =LOOKUP("bump",{"a",1;"b",2;"c",3}) | 2 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | Axles | Bearings | Bolts | 汽車零件存貨 |
| 2 | 4 | 4 | 9 |  |
| 3 | 5 | 7 | 10 |  |
| 4 | 6 | 8 | 11 |  |

21 HLOOKUP(目標數值，尋找範圍，回傳範圍，近似)

|  |  |  |
| --- | --- | --- |
| =HLOOKUP("Axles", A1:C4,2,TRUE) | 4 |  |
| =HLOOKUP("Bearings",A1:C4,3,FALSE) | 7 |  |
| =HLOOKUP("Bearings",A1:C4,3,TRUE) | 7 |  |
| =HLOOKUP("Bolts",A1:C4,4) | 11 |  |
| =HLOOKUP("Bolt",A1:C4,4,TRUE) | 8 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | 在1 atm壓力下的空氣 |  |  |  |
| 2 | 密度 | 黏度 | 溫度 |  |
| 3 | (kg/m3) | (kg/m\*s)\*105 | (°C) |  |
| 4 | 0.457 | 3.55 | 500 |  |
| 5 | 0.525 | 3.25 | 400 |  |
| 6 | 0.616 | 2.93 | 300 |  |
| 7 | 0.675 | 2.75 | 250 |  |
| 8 | 0.764 | 2.57 | 200 |  |
| 9 | 0.835 | 2.38 | 150 |  |
| 10 | 0.946 | 2.17 | 100 |  |
| 11 | 1.09 | 1.95 | 50 |  |
| 12 | 1.29 | 1.71 | 0 |  |

22 VLOOKUP(目標數值，尋找範圍，回傳範圍，近似) 設Range = A4:C12

|  |  |  |
| --- | --- | --- |
| =VLOOKUP(1,Range,1,TRUE) | 0.946 | 最接近=TRUE |
| =VLOOKUP(1,Range,2) | 2.17 | default = TRUE |
| =VLOOKUP(1,Range,3,TRUE) | 100 |  |
| =VLOOKUP(.746,Range,3,FALSE) | 200 |  |
| =VLOOKUP(0.1,Range,2,TRUE) | #N/A | value 0.1 not found |
| =VLOOKUP(2,Range,2,TRUE) | 1.71 |  |
| =IFERROR(VLOOKUP(...),"",VLOOKUP(...)) |  | 偵錯 |

23 第n個最小

|  |  |  |
| --- | --- | --- |
| =SMALL(B4:B12,4) | 2.38 | 第4小 |
| =SMALL(B4:B12,2) | 1.95 | 第2小 |

24 第n個最大

|  |  |  |
| --- | --- | --- |
| =LARGE(B4:B12,3) | 2.93 | 第3大 |
| =LARGE(B4:B12,7) | 2.17 | 第7大 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| 1 | 1 | 3 |  | 2 | 3 |
| 2 | 2 | 1 |  | 3 | 2 |
| 3 | 3 | 2 |  | 1 | 1 |

25 先乘，然後再加總

|  |  |  |
| --- | --- | --- |
| =SUMPRODUCT( A1:A3,D1:D3) | 11 | =1\*2 + 2\*3 + 3\*1 |
| =SUMPRODUCT( A2:B2,A3:B3) | 8 |  |
| =SUMPRODUCT( A1:B3,D1:E3) | 24 |  |

26 日期、時間、小時、分鐘 (0.2 days = 4 hours 48 minutes)

|  |  |  |
| --- | --- | --- |
| =NOW() | 2007/9/1 23:45 | date and time |
| =DATE(2007,12,25) | 2007/12/25 | yyyy,mm,dd |
| =HOUR(0.2) | 4 | hours小時 |
| =MINUTE(0.2) | 48 | minutes分鐘 |
| =WEEKDAY(TODAY(),2) | 7 (sunday) | mon(1)–sun(7) |

27 字符串String

|  |  |  |
| --- | --- | --- |
| =CHAR(65) | A | ASCII → Character |
| =CODE("ABC") | 65 | Character → ASCII |
| =CONCATENATE("abc","xyz") | abcxyz | ="abc"&"xyz" |
| =ISBLANK(A2) | true or false | 是否空白 |

28 字符串長度

|  |  |  |
| --- | --- | --- |
| =LEN("") | 0 | length of a string |
| =LEN("abcde") | 5 |  |

29 從左面取字串的部分

|  |  |  |
| --- | --- | --- |
| =LEFT("abcde") | a | 子字串sub–string |
| =LEFT("abcde",3) | abc |  |
| =LEFT("abcde",LEN("abcde")–1) | abcd |  |

30 從中間取字串的部分

|  |  |  |
| --- | --- | --- |
| =MID("abcde",2,3) | bcd |  |
| =MID("abcde",9,3) |  | empty string |

31 從右面取字串的部分

|  |  |  |
| --- | --- | --- |
| =RIGHT("abcde",3) | cde |  |
| =RIGHT("abcde") | e |  |

32 轉小寫、一般、大寫、去除多餘空白

|  |  |  |
| --- | --- | --- |
| =LOWER("chAN tai MAN") | chan tai man | 小寫 |
| =PROPER("chAN tai MAN") | Chan Tai Man | 一般 |
| =UPPER("chAN tai MAN ") | CHAN TAI MAN | 大寫 |
| =TRIM(" abc def ") | abc def | 去除多餘空白spaces |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | 零件及代號 |  |  |  |
| 2 | Ceramic Insulators #124–TD45–87 |  |  |  |
| 3 | Copper Coils #12–671–6772 |  |  |  |
| 4 | Variable Resistors #116010 |  |  |  |

33 MID+FIND

|  |  |  |
| --- | --- | --- |
| =MID(A2,1,FIND(" #",A2,1)–1) | Ceramic Insulators |  |
| =MID(A3,1,FIND(" #",A3,1)–1) | Copper Coils |  |
| =MID(A4,1,FIND(" #",A4,1)–1) | Variable Resistors |  |

34 比較字符串 ~strcmp

|  |  |  |
| --- | --- | --- |
| =EXACT("abc","abc") | true真 | 相同 |
| =EXACT("abc","ABC") | false假 | 不同 |

35 格式輸出

|  |  |  |
| --- | --- | --- |
| =TEXT(2.715, "$0.00") | $2.72 |  |
| =TEXT("1991/4/15","mmmm dd, yyyy") | April 15, 1991 |  |
| =TEXT(9,"00")&":"&TEXT(5,"00") | 09:05 |  |

36 字符串(文字)轉數值

|  |  |  |
| --- | --- | --- |
| =VALUE("$1,000") | 1000 |  |
| =VALUE("1900/2/1") | 32 | 32 days since 1/1/1900 |
| =VALUE("12:00:00") | 0.5 | 12 hrs = 0.5 days |
| =VALUE("16:48:00")–VALUE("12:00:00") | 0.2 | 4 hrs 48 min = 0.2 days |

37 找尋(目標，搜索範圍，開始位置)

|  |  |  |
| --- | --- | --- |
| =FIND("M","Miriam McGovern") | 1 |  |
| =FIND("m","Miriam McGovern") | 6 | M≠m |
| =FIND("M","Miriam McGovern",3) | 8 |  |

|  |  |  |
| --- | --- | --- |
|  | A | B |
| 1 | Margin |  |
| 2 | Profit Margin |  |

38 找尋(目標，搜索範圍，開始位置) wildcards \* ?

|  |  |  |
| --- | --- | --- |
| =SEARCH("e","Statements",6) | 7 |  |
| =SEARCH("E","Statements",6) | 7 | E=e |
| =SEARCH(A1,A2) | 8 |  |

39 取代(原文,開始,字數,代替文字)

|  |  |
| --- | --- |
| =REPLACE("Profit Margin", 8, 6, "Amount") | Profit Amount |
| =REPLACE(A2, 8, 6, "Amount") | Profit Amount |
| =REPLACE(A2, SEARCH(A1,A2), LEN(A2), "Amount") | Profit Amount |

40 選擇(n,選項1,選項2,…)

|  |  |
| --- | --- |
| =CHOOSE(3,A3,A4,A5,A6) | A5 |
| =SUM(A2:CHOOSE(2,A3,A4,A5)) | =SUM(A2:A4) |
| =SUM(CHOOSE(2,A1:A2,A3:A4,A5:A6)) | =SUM(A3:A4) |

41 邏輯表Truth table

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AND | true | false |  | OR | true | false |  | NOT |  |
| true | true | false |  | true | true | true |  | true | false |
| false | false | false |  | false | true | false |  | false | true |

42 邏輯運算子Logical operators

|  |  |  |
| --- | --- | --- |
| =AND(1<10,2<10) | true | (1<10) and (2<10) |
| =AND(1>10,2<10,3>10) | false |  |
| =AND(1>10,2>10) | false |  |
| =OR(1>10,"ABC"="abc") | true | (1>10) or (2<10) |
| =OR(1<10,2>10) | true |  |
| =OR(1>10,2>10) | false |  |
| =NOT(1=1) | false | negation |
| =NOT(1<>1) | true |  |
| =AND(5=5,OR(1<10,2<10)) | true |  |

43 潤年測試Leap Year Test

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| 1 | 1980 | =MOD(A1,400)=0 | =OR(B1,AND(B2,B3)) |
| 2 |  | =MOD(A1, 4)=0 |  |
| 3 |  | =MOD(A1,100)<>0 |  |

潤年二月

|  |  |  |
| --- | --- | --- |
| =IF(OR(B1,AND(B2,B3)),29,28) | 29 | =B1 or (B2 and B3) |
| =OR(MOD(A1,400)=0,AND(MOD(A1,4)=0,MOD(A1,100)<>0)) | | |

44 TRUE / FALSE

|  |  |  |
| --- | --- | --- |
| =TRUE() | TRUE |  |
| =FALSE() | FALSE |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | 4 | 小於或等於 | Frequency |  |
| 2 | 7 | 9 | 2 | =FREQUENCY(A$1:A$50,B2) |
| 3 | 11 | 19 | 6 | =FREQUENCY(A$1:A$50,B3) |
| 4 | 16 | 29 | 12 |  |
| 5 | 16 | 39 | 15 |  |
| 6 | 17 | 49 | 21 |  |
| 7 | 20 | 59 | 29 |  |
| 8 | 21 | 69 | 36 |  |
| 9 | 21 | 79 | 44 |  |
| 10 | 24 | 89 | 48 |  |
| 11 | 27 | 99 | 50 |  |

{=FREQUENCY(A1:A50,B2:B11)}

45 統計資料

|  |  |  |
| --- | --- | --- |
| =MEDIAN(A1:A50) | 53.5 | 中位數 |
| =MODE(A1:A50) | 53 | 出現次數最多 |
| =FREQUENCY(A1:A11,10) | 2 | 數值≤10出現次數 |

46 上捨入CEILING(數值，準確至最接近的)

|  |  |  |
| --- | --- | --- |
| =CEILING(169.65,1) | 170 | 準確至1 |
| =CEILING(169.65,2) | 170 | 準確至2 |
| =CEILING(169.65,0.1) | 169.7 | 準確至0.1 |
| =CEILING(169.45,0.5) | 169.5 | 準確至0.5 |

47 下捨入FLOOR(數值，準確至最接近的)

|  |  |  |
| --- | --- | --- |
| =FLOOR(169.65,1) | 169 | 準確至1 |
| =FLOOR(169.65,2) | 168 | 準確至2 |
| =FLOOR(169.65,0.1) | 169.6 | 準確至0.1 |
| =FLOOR(169.45,0.5) | 169 | 準確至0.5 |

48

|  |  |  |
| --- | --- | --- |
| =PRODUCT(A1:A5) |  | A1\*A2\*A3\*A4\*A5 |
| =ODD(10.6) | 11 | 最接近的單數 |
| =EVEN(10.6) | 12 | 最接近的雙數 |
| =ROMAN(2010) | MMX | 羅馬數字 |
| =PI() | 3.14... | π |
| =FACT(4) | 24 | 4! = 1×2×3×4 |

49 LOG(number,base)

|  |  |  |
| --- | --- | --- |
| =LOG(5,10) | 0.69897 |  |
| =LOG(81,3) | 4 |  |
| =LOG10(5) | 0.69897 |  |
| =EXP(3) | 20.08553692 | e³ |
| =LN(20.08553692) | 3 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 |  | Date | Value |  |
| 2 | 2000 | 08/01/2000 | 10.5 | 2000 |
| 3 | 2003 | 05/12/2003 | 7.2 |  |
| 4 | 2000 | 03/12/2000 | 100 |  |
| 5 | 2001 | 07/30/2001 | 5.4 |  |
| 6 | 2000 | 02/28/2000 | 8.1 |  |

50 SUMIF(range1,criteria,range2)

|  |  |  |
| --- | --- | --- |
| =SUMIF(A2:A6,2000,C2:C6) | 118.6 | =10.5+100+8.1 |
| =SUMIF(A:A,D2,C:C) | 118.6 |  |
| =SUMIF(A2:A6, ">=2001", C2:C6) | 12.6 |  |

51 A1=Acer

|  |  |  |
| --- | --- | --- |
| =SUBSTITUTE(A1,"er","or",1) | Acor | 把A1第1個內"er"取代為"or" |
| =FIXED(1234,1,TRUE) | 1234.0 | 1位小數，沒有(,) |
| =FIXED(1234,2,FALSE) | 1,234.00 | 2位小數，有(,) |

52 TEXT

|  |  |
| --- | --- |
| =TEXT(A1, "$#,##0.00") | "$7,678.87" |
| =TEXT(A1, "0") | "7679" |
| =TEXT(5, "00") | "05" |
| =TEXT(A2, "0.0") | "123.7" |
| =TEXT(1277, "#,##0") | "1,277" |
| =TEXT(C1, "yyyy/mm/dd") | "2003/12/31" |
| =TEXT(C1, "mmm dd, yyyy") | "Dec 31, 2003" |

53 只顯示文字

|  |  |
| --- | --- |
| =T(56) | "" |
| =T("56") | "56" |
| =T("56 ABC") | "56 ABC" |

54

|  |  |
| --- | --- |
| =CLEAN(A1) | 清除A1內所有非列印字符 |
| =REPT("ab",3) | "ababab" |
| =CONCATENATE(A1,"/",B1,"/",C1) | 合併文字 "25/12/2005" |
| = C1&"–"&B1&"–"&A1 | 合併文字 "2005-12-25" |
| =DOLLAR(A1+A2,2) | "$1,345.00" |

55 SUBTOTAL(方法，範圍)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| average | count | counta | max | min | product | stdev | stdevp | sum | var | varp |

56

|  |  |  |
| --- | --- | --- |
| =PERCENTILE(A1:A10,0.5) | median (50%) | =COMBIN(n,r) |
| =PERCENTILE(A1:A10,0.75) | 75% | Combination nCr |
| =QUARTILE(A1:A10,n) | n=0..4 | =PERMUT(n,r) |
| =STDEV(A1:A10) | 標準差 | Permutation nPr |

57-70

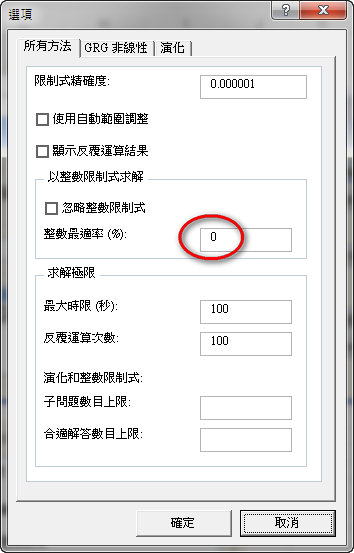
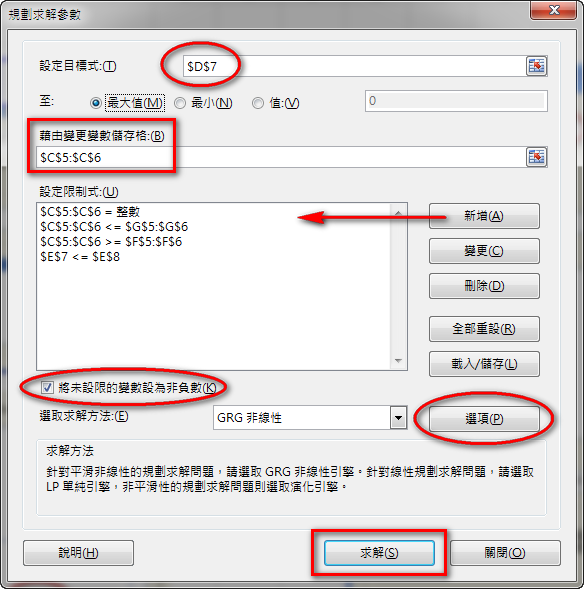
|  |  |
| --- | --- |
| =REPT("\*-", 3) 等於 "\*-\*-\*-" | =RANDBETWEEN(bottom,top) |
| =A1-INT(A1) 小數部分 | =ASC("ＥＸＣＥＬ") 等於 "EXCEL" |
|  |  |
| =SUBSTITUTE("Sales Data", "Sales", "Cost") | 等於 "Cost Data" |
| =SUBSTITUTE("Quarter 1, 1991", "1", "2", 1) | 等於 "Quarter 2, 1991" |
| =SUBSTITUTE("Quarter 1, 1991", "1", "2", 3) | 等於 "Quarter 1, 1992" |
|  |  |
| =ROWS(A1:C4) 等於 4 | =COLUMNS(A1:C4) 等於 3 |
| =ROWS(A:A) 等於 1048576 (=1024×1024) | =COLUMNS(1:1) 等於 16384 (=1024×16) |
| =ROW(A3) 等於 3 | =COLUMN(A3) 等於 1 |
| =ROW(C5) 等於 5 | =COLUMN(C5) 等於 3 |
|  |  |
| =TEXT("1998/4/16", "dddd") | 等於 Thursday |
| =TEXT(TODAY(), "dddd") |  |
| =TEXT("1998/4/16", "aaaa") | 等於星期四 |
| =TEXT("1991/4/15", "mmmm dd, yyyy") | 等於 "April 15, 1991" |
| =TEXT(TODAY(), "mmmm dd, yyyy") |  |
| =TEXT(2.715, "$0.00") | 等於 "$2.72" |
| =TEXT(TIME(23,18,14),"h:mm:ss AM/PM") | 等於 "11:18:14 PM" |
| =TEXT(12345.678,"#,##0.00") | 等於 "12,345.68" |
|  |  |
| =WEEKDAY("1998/2/14") | dow Sun=1 |
| =WEEKDAY("1998/2/14",2) | dow Mon=1 |
| =EOMONTH(start\_date,months) |  |
| =EOMONTH(DATEVALUE("1998/01/01"), 1) | 等於 1998 年 02 月 28 日 |
| =EOMONTH("1998/01/01",-1) | 等於 1997 年 12 月 31 日 |
| =EOMONTH("2000/01/30",3) | 等於 2000 年 04 月 30 日 |
|  |  |
| =WORKDAY(start\_date,days,holidays) | 工作天 |
| =COMBIN(8,2) 等於 8C2=28 | =PERMUT(8,2) 等於 8P2=56 |
|  |  |
| =CONVERT(1.0, "lbm", "kg") 等於 0.453592 | =CONVERT(68, "F", "C") 等於 20 |
| =CONVERT(2.5, "ft", "sec") 等於 #N/A |  |
|  | =GCD(5, 2) 等於 1 |
| =FIXED(number, decimals ,no\_commas) | =GCD(24, 36) 等於 12 |
| =FIXED(1234.567, 1) 等於 "1234.6" | =GCD(7, 1) 等於 1 |
| =FIXED(1234.567, -1) 等於 "1230" | =GCD(5, 0) 等於 5 |
| =FIXED(-1234.567, -1) 等於 "-1230" | =LCM(5, 2) 等於 10 |
| =FIXED(44.332) 等於 "44.33" | =LCM(24, 36) 等於 72 |
|  |  |
| =DATE(year, month, day) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| =DATEDIF(start\_date,end\_date,unit) | | | |  | |
| =DATEDIF("2001/1/1","2003/1/1","Y") | | | | 等於 2，即兩個整年。 | |
| =DATEDIF("2001/6/1","2002/8/15","D") | | | | 等於 440天 | |
| Unit | Return value | Unit | | | 傳回 |
| "Y" | 週期中的整年數。 | "MD" | | | 天數的差。忽略日期中的月和年。 |
| "M" | 週期中的整月數。 | "YM" | | | 月數的差。忽略日期中的日和年。 |
| "D" | 週期中的天數。 | "YD" | | | 天數的差。忽略日期中的年。 |
|  | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | A | B | C | D | | 1 | 房屋價值 | 銷售佣金 |  |  | | 2 | 100,000 | 7,000 | Apples | Lemons | | 3 | 200,000 | 14,000 | Bananas | Pears | | 4 | 300,000 | 21,000 |  |  | | 5 | 400,000 | 28,000 |  | B2 | | | | | | |
|  | | | | | |
| =SUMIF(A2:A5,”>160000”,B2:B5) 等於 $63,000 | | | | | |
| =SUMIF(A2:A5,”<220000”,B2:B5) 等於 $21,000 | | | | | |
| =INDEX(A1:B5,2,2) 等於 7,000 | | | =INDEX(C2:D3,2,2) 等於 Pears | | |
| =INDEX(A1:B5,3,1) 等於 200,000 | | | =INDEX(C2:D3,2,1) 等於 Bananas | | |
| =INDIRECT(D5) 等於 7,000 | | | =MEDIAN(1, 2, 3, 4, 5) 等於 3 | | |
| =INDIRECT("A5") 等於 400,000 | | | =MEDIAN(1, 2, 3, 4, 5, 6) 等於 3.5 | | |
|  | | |  | | |
| =POWER(5,2) 等於 25 | | |  | | |
| =POWER(98.6,3.2) 等於 2401077 | | | =POWER(4,5/4) 等於 5.656854 | | |
|  | | |  | | |
| HYPERLINK("http://www.business.com/report/budget report.xls", "Click for report") | | | | | |
| HYPERLINK("'[http://www.business.com/report/budget report.xls]Annual'!F10", D1) | | | | | |
|  | | | | | |
| HYPERLINK("'[http://www.business.com/report/budget.xls]First Quarter'!DeptTotal",  "按一下以查看第一季的部門總和") | | | | | |
| HYPERLINK("'[http://www.business.com/AnnualReport.doc]#QrtlyProfits",  "Quarterly Profit Report") | | | | | |
|  | | | | | |
| HYPERLINK("\\FINANCE\Statements\1stqtr.xls", D5) | | | | | |
| HYPERLINK("D:\FINANCE\1stqtr.xls", H10) | | | | | |
| HYPERLINK("[C:\My Documents\Mybook.xls]Totals") | | | | | |
| HYPERLINK("Macintosh HD:Budget Reports:First Quarter","Click here") | | | | | |
| HYPERLINK("[Budget]June!E56",E56) | | | | | |

規劃求解 Linear Programming: 資料→(右)規劃求解

|  |
| --- |
| 一個測驗分為甲、乙兩部，各有10題。  甲部：答對1題得7分，每題需時6分鐘；  乙部：答對1題得8分，每題需時7分鐘；  考生在甲乙兩部，必須各答4題或以上，  測驗時限為90分鐘。求最高分數多少？ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | 答題數目 | 每題分數 | 每題需時 |  |  |
|  |  | no.of Qn attempted | Marks/Qn | Time/Qn | min | max |
| 甲部 | section A | 1 | 7 points | 6 min | 4 | 10 |
| 乙部 | section B | 2 | 8 points | 7 min | 4 | 10 |
|  | Total |  | 23 points | 20 min |  |  |
|  | Max |  |  | 90 min |  |  |



|  |
| --- |
| 目標儲存格→D7 (最大值)  變數儲存格→C5:C6  限制式:  C5:C6 = integer  C5:C6 <= G5:G6  C5:C6 >= F5:F6  E7 <= E8  選項: 誤差 0% |

Q1

某團體利用飛機把衣服、藥物送到地震災區。

(1) 衣服放箱、藥物放盒

(2) 每個箱和盒皆佔0.9立方米

(3) 一箱衣服重27kg、一盒藥物重54kg

飛機可載重21,600 kg, 容量540立方米

一箱衣服可幫助12家庭、一盒藥物可幫助18家庭

求最多可幫助多少個家庭

Q2

售價: 單層巴士$20; 雙層巴士$45

用最多$400買不多於10輛巴士

求各買巴士多少? 最多支出多少?

Q3

游泳池可容納最多250成人及250小童，且不可多於450人。

入場費: 成人$20、小童$15。每兩個小童必須有一個成人陪同。

求入場費的最大值。

Q4

(1) 造1kg蛋糕: 成本$60;

造1kg餅乾: 成本$30

製餅師傅最多花$1,200

(2) 製成的蛋糕、餅乾不可超過30kg

(3) 利潤為: 蛋糕$15/kg、餅乾$7/kg

(4) 最少要造5kg蛋糕及5kg餅乾

求最大利潤。

Q5

把350個蘋果放進x個盒及y個籃內。

一個盒可放25個蘋果、而一個籃可放10個蘋果。

盒的數目不可多於籃的數目

成本: 盒$12; 籃$6

求x和y (最低成本多少?)

Answers:

Q1. 400 200

Q2. 2 8

Q3. 250 200

Q4. 17 6

Q5. 10 10

Q6. 0.5 1.5

Q7. 10 10

Q8. 3 2

Q9. 15 45

Q10. 300 150

Q11. 7.5 5

Q12. 30 120

Q6

醫院為每個病人提供的食物須符合以下要求:

|  |  |
| --- | --- |
| 碳水化合物: | 至少120單位 |
| 蛋白質: | 至少40單位 |
| 纖維: | 至少30單位 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 食物 | 碳水化合物 | 蛋白質 | 纖維 | 成本 $/kg |
| P | 120 units | 20 units | 10 units | $60 |
| Q | 40 units | 20 units | 30 units | $30 |

求最低成本多少?

Q7

生產商每天生產x個雪櫃及y座電視。

(1) 8<=x<=14

(2) 5<=y<=10

(3) x+y不超過20

利潤為: 雪櫃$1600及電視$2400**，**求最大利潤

Q8

產品A,B,C是由成份M和成份N製成

(1) 每噸M可造: 4000件A, 20000件B, 6000件C

(2) 每噸N可造: 6000件A, 5000件B, 3000件C

工廠接獲訂單: 24,000件A, 60,000件B, 24,000件C

成本: M(每噸$4,000); N(每噸$3,000)

要完成訂單，最低成本多少?

Q9

農夫想租田種生果及稻米。

租金: 生果田(每平方米$300)及稻米田(每平方米$100)

地主要求: 每租一平方米生果田，必須至少租三平方米稻米田

利潤: 種生果$600/平方米; 種稻米$150/平方米

若租金不超過$9000，求最大利潤

Q10

超級市場售賣橙汁及蘋果汁。

超級市場經理訂了橙汁的數量，至少是蘋果汁數量的兩倍。

超級市場只可容納450瓶果汁

利潤: 橙汁$2.5; 蘋果汁$3.0

求最大利潤

Q11

機器A: 每小時可生產120 nuts及100 bolts

運作成本: 每小時$150

機器B: 每小時可生產 60 nuts及150 bolts

運作成本: 每小時$180

若要完成至少1200 nuts及1500 bolts

機器A及B各需要運作多少小時? 最低成本多少?

Q12

計劃中的新酒店有單人房及雙人房若干。

(1) 每4間雙人房，必須有1間單人房

(2) 房間總數最多200間

(3) 單人房至少20間；雙人房最多120間

每日租金: 單人房$800；雙人房$1000

求單人房及雙人房各佔多少間，每日最多可收取租金多少?

1. 打開 Y:\F4-ICT\Class-List.xlsx 工作表：school

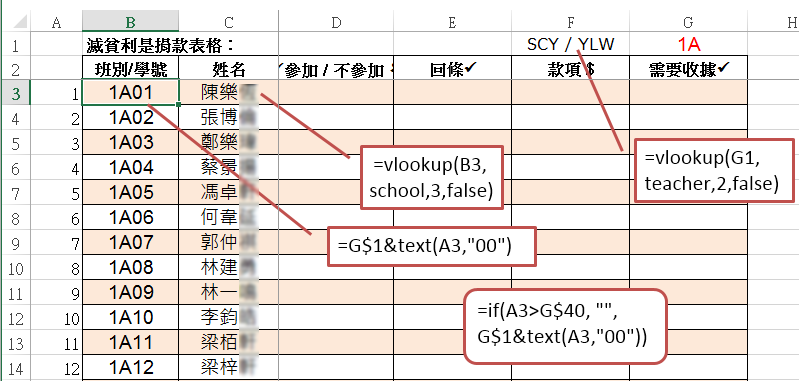


school-2016.txt

2. 文字檔 Y:\F4-ICT\school2016.txt

|  |
| --- |
| 班號 英文姓名 中文姓名 性別 學社  1A01 Chan Tai Man 陳大文 M S  1A02 Chan Siu Ming 陳小明 M L  ... |

3. 工作表：namelist 建立學生名單



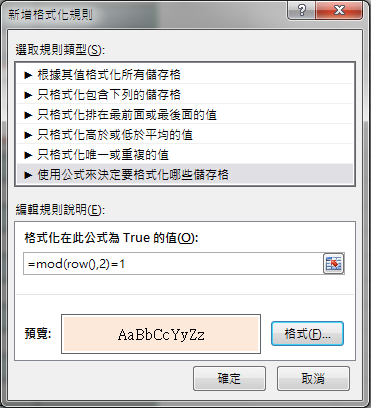
該班人數G40: =vlookup(…) 例如： 32 人

=vlookup(B3,school,3,false)

=if(A3>G$40, "",G$1&text(A3,"00"))

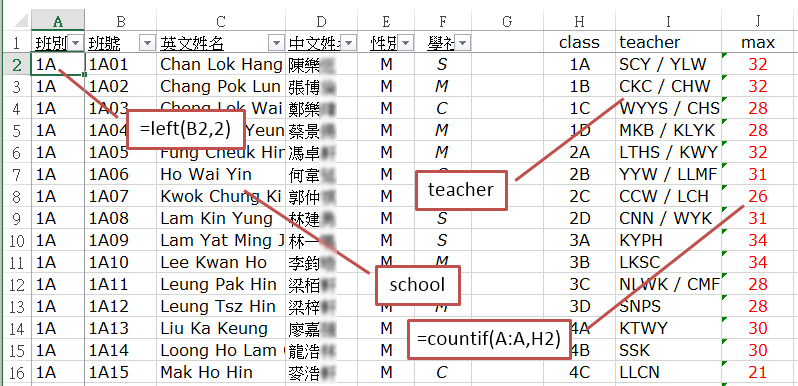
=vlookup(G1,teacher,2,false)

4. 工作表：namelist (自動格式化B2:G39)



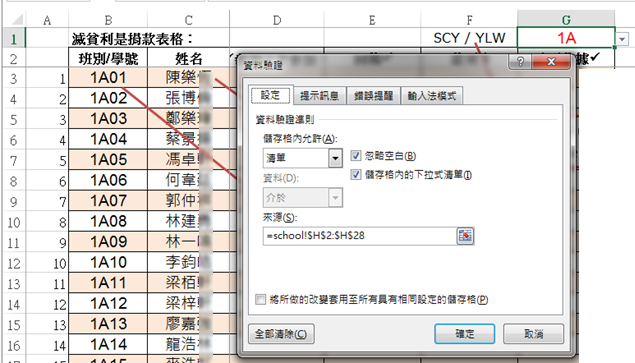
=row() 顯示行號 =mod(10,2) 計算10%2

資料🡪移除重複(班別1A,1B,…)



範圍：school (B2:F756) 範圍：teacher (H2:J28)

G1、資料、驗證、清單 (1A,1B,1C,1D,…,6E)



資料來源：=school!$H$2:$H$28

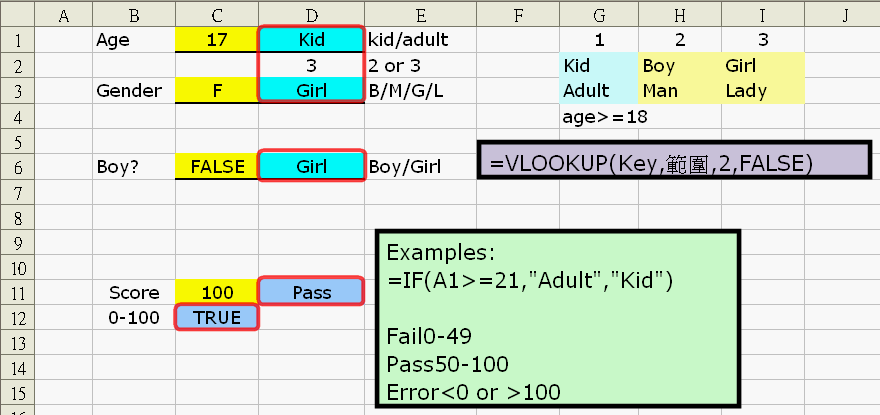
午膳訂購：school(raw\_data!A2:W730)

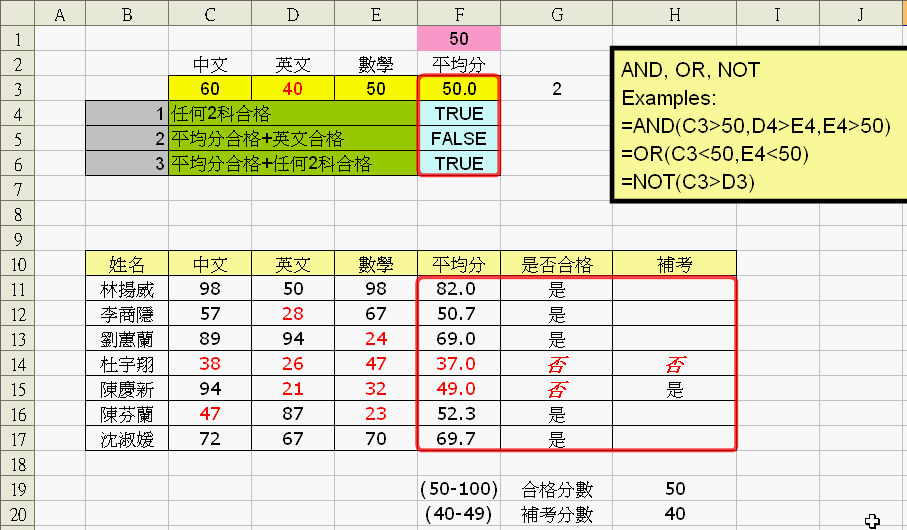
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RegNo | 班別 | 學號 | 姓名 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 |
| 161002 | 1A | 1 | 陳政 | A | A | X | X | C | A | C | X | X | A | B | X | X | A | D | A | X | X | B |
| 161016 | 1A | 2 | 鄭祺 | A | D | B | D | B | A | A | B | A | A | B | A | B | B | D | B | B | B | A |
| 161018 | 1A | 3 | 張天 | A | A | A | B | B | A | B | C | A | C | B | B | B | B | C | A | A | A | B |
| 161022 | 1A | 4 | 蔡樂 | A | B | B | C | A | D | C | B | A | B | B | D | C | B | X | B | X | X | D |
| 161028 | 1A | 5 | 徐安 | A | A | B | C | B | A | C | B | A | B | C | B | A | B | A | B | B | C | A |
| 161030 | 1A | 6 | 鍾丞 | A | B | D | B | A | C | A | C | A | A | B | B | B | B | A | B | C | A | A |
| 161032 | 1A | 7 | 樊彥 | A | B | B | C | A | B | C | C | A | D | D | B | B | B | A | B | A | C | B |
| 161035 | 1A | 8 | 符泓 | A | A | X | X | A | A | C | D | X | A | X | C | A | D | C | A | X | A | C |
| 161038 | 1A | 9 | 何曉 | A | B | C | B | A | B | A | C | B | Ag2 | B | C | B | A | B | A | C | A | B |

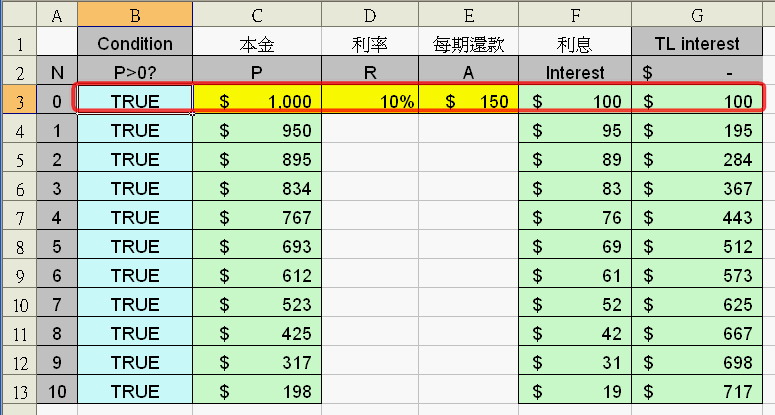
=MATCH(DAY(TODAY()),raw\_data!A1:AB1,0)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H |
|  | RegNo | Count | Class | No | Name | Meal | 6/10/2016 | 6 |
| 1 | 161001 | **2** | 1A | 23 | 包懿 | A | =today() |  |
| 2 | 161002 | 1 | 1A | 1 | 陳政 | A |  |  |
| 3 | 161001 | **2** | 1A | 23 | 包懿 | A |  |  |
| 4 | 131119 | 1 | 4A | 29 | 楊芷 | B |  |  |
| 5 | 131033 | 1 | 4B | 19 | 鍾嘉 | B |  |  |
| 6 | 131059 | 1 | 4B | 23 | 林思 | B |  |  |

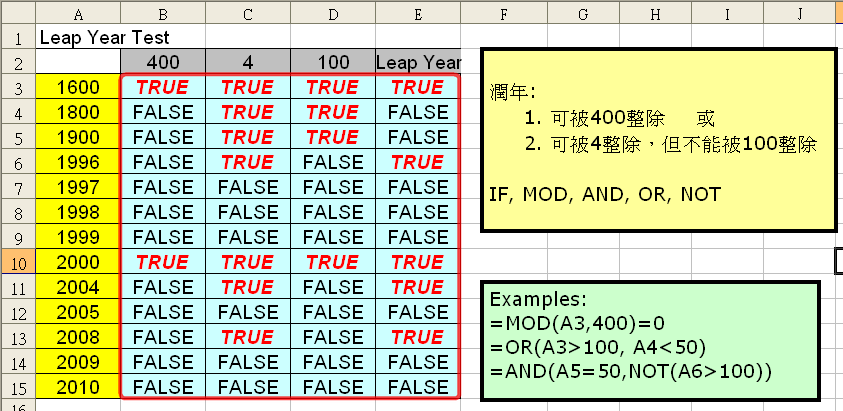
=COUNTIF(A:A,A2) =VLOOKUP($A2,school,4,FALSE)

String Q1 

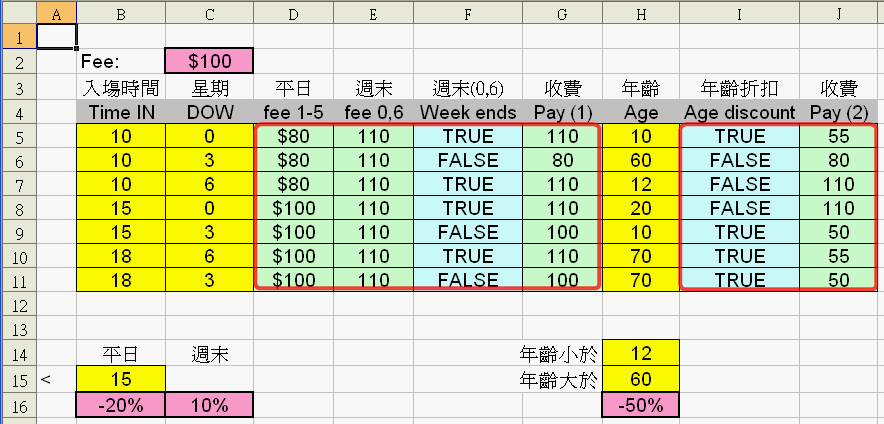
Q2 

Q3.

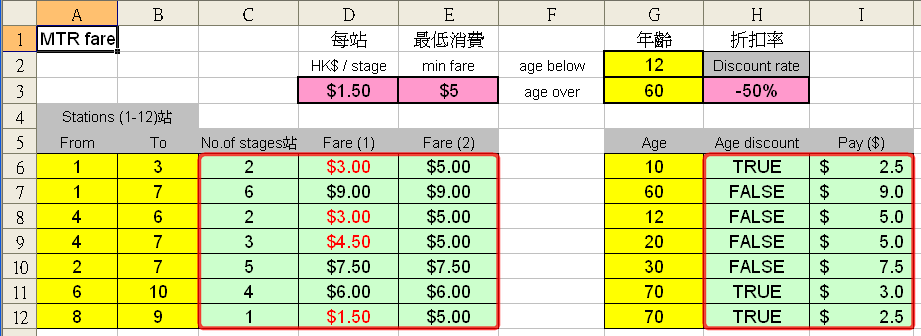
Q4

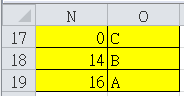


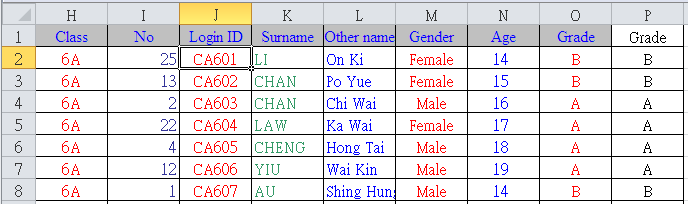
Q5



Q6

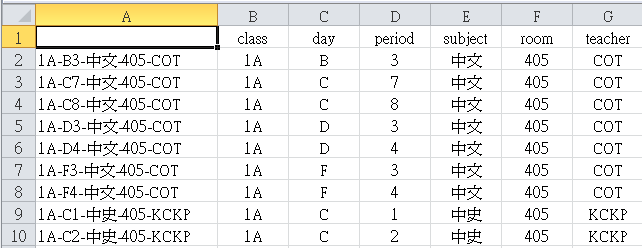


Q1 

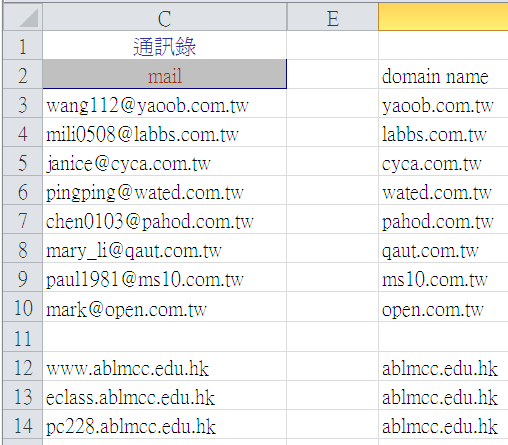




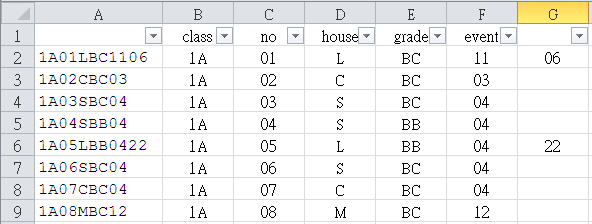
Q2 

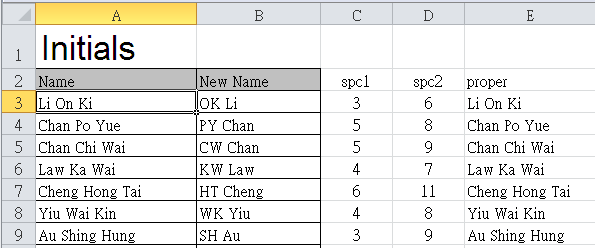
Q3

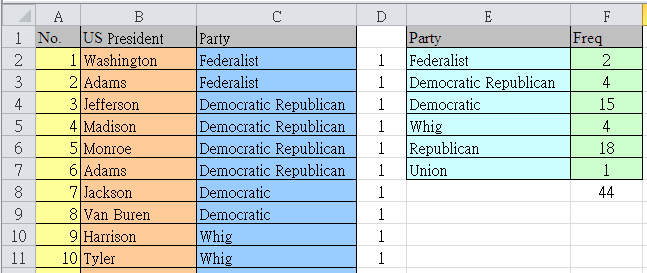
Q4

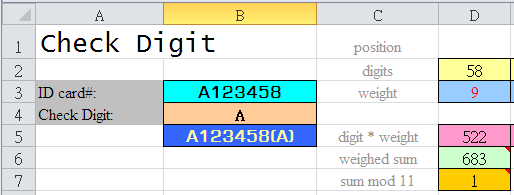


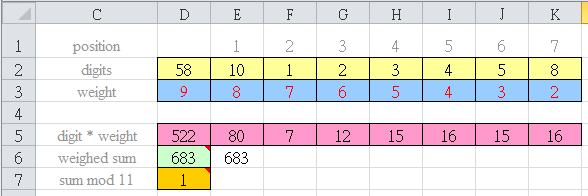
Q5

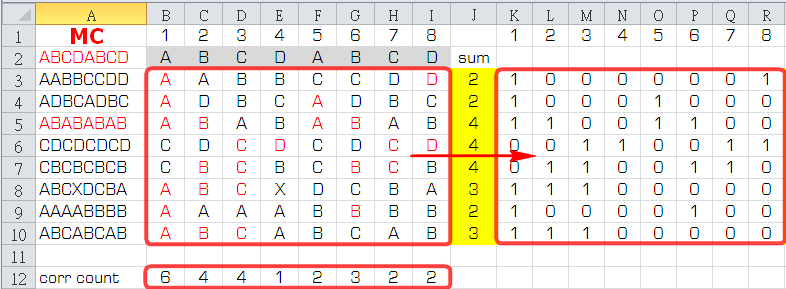


Q6 

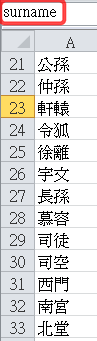
Q7

Q8

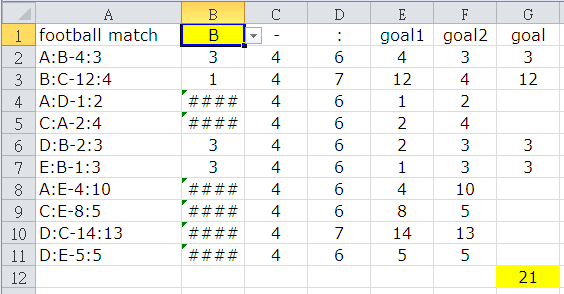


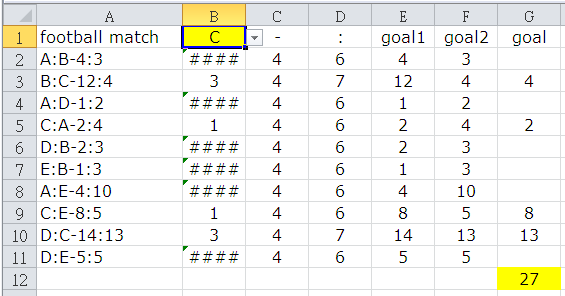
Q9 

Q10

Q11a 

Q11b 

Q11c 

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *A* | *B* | *C* | *D* | *E* | *F* | *G* | *H* | *I* |
| *1* | 班別 | 班號 | 姓名 | 性別 | 學社 |  | *L* |  |  |
| *2* | 1A | 1A01 | 陳元 | M | *L* |  | *2* | *=small(G$2:G$730,1)* | *1A01* |
| *3* | 1A | 1A02 | 鄭祺 | M | *M* |  |  | *=small(G$2:G$730,2)* | *1A05* |
| *4* | 1A | 1A03 | 張賜 | M | *C* |  |  | *=small(G$2:G$730,3)* | *1A07* |
| *5* | 1A | 1A04 | 蔡樂 | M | *C* |  |  |  | *:* |
| *6* | 1A | 1A05 | 徐安 | M | *L* |  | *6* |  |  |
| *7* | 1A | 1A06 | 鍾謙 | M | *S* |  |  |  |  |
| *8* | 1A | 1A07 | 樊廷 | M | *L* |  | *8* |  |  |
| *9* | 1A | 1A08 | 符曜 | M | *S* |  |  |  |  |

[G2] =IF(E2=G$1,row(),"")

[I2] =INDEX(B:B,H2)

[H2] =small(G$2:G$730,row()-1)

Data Table 運算列表

1

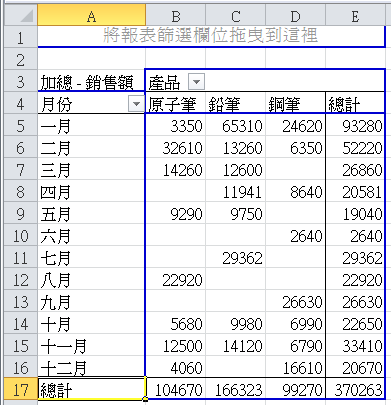
|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 本金 | principal | 1000000 | =PMT(r%/12,120期,1000000) |  |  |  |
| 利率 | interest rate | 6% |  |  |  |  |
| 年期 | years | 10 |  |  |  |  |
| 期數 | months | 120 |  |  |  |  |
| 每月供款 | repayment | -$11,102 | 5% | 6% | 7% | 8% |
|  |  | 2 | -43871 | -44321 | -44773 | -45227 |
|  |  | 4 | -23029 | -23485 | -23946 | -24413 |
|  |  | 6 | -16105 | -16573 | -17049 | -17533 |
|  |  | 8 | -12660 | -13141 | -13634 | -14137 |
|  |  | 10 | -10607 | -11102 | -11611 | -12133 |
|  |  | 12 | -9249 | -9759 | -10284 | -10825 |
|  |  | 14 | -8289 | -8812 | -9354 | -9913 |
|  |  | 16 | -7577 | -8114 | -8672 | -9249 |



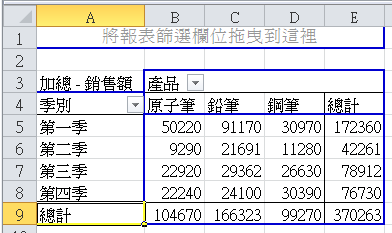
2

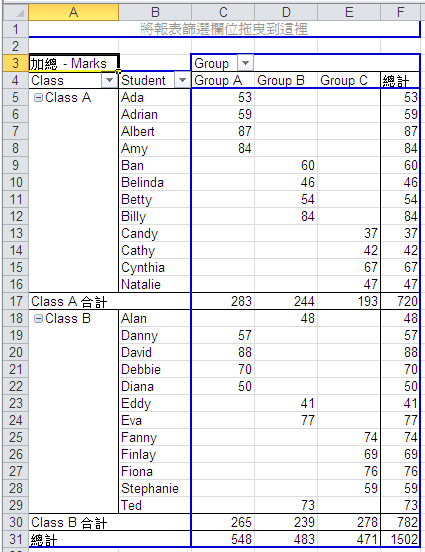
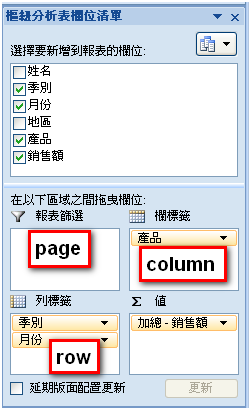
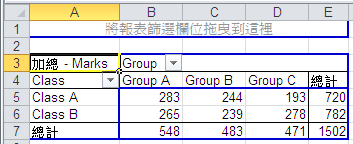
|  |  |
| --- | --- |
| 原價 price | $80  資料→模擬分析→運算列表 |
| 數量 quantity | 10 |
| 折扣 discount | 10% |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 應付 Net Pay | 720 | $25 | 30 | 35 | 40 | 45 | 50 |
|  | 5 | 112.5 | 135.0 | 157.5 | 180.0 | 202.5 | 225.0 |
|  | 10 | 225.0 | 270.0 | 315.0 | 360.0 | 405.0 | 450.0 |
|  | 15 | 337.5 | 405.0 | 472.5 | 540.0 | 607.5 | 675.0 |
|  | 20 | 450.0 | 540.0 | 630.0 | 720.0 | 810.0 | 900.0 |
|  | 25 | 562.5 | 675.0 | 787.5 | 900.0 | 1012.5 | 1125.0 |
|  | 30 | |  | | --- | | 675.0 | | 810.0 | 945.0 | 1080.0 | 1215.0 | 1350.0 |
|  | 35 | 787.5 | 945.0 | 1102.5 | 1260.0 | 1417.5 | 1575.0 |
|  | 40 | 900.0 | 1080.0 | 1260.0 | 1440.0 | 1620.0 | 1800.0 |
|  | 45 | 1012.5 | 1215.0 | 1417.5 | 1620.0 | 1822.5 | 2025.0 |
|  | 50 | 1125.0 | 1350.0 | 1575.0 | 1800.0 | 2025.0 | 2250.0 |

Pivot Table

插入→樞紐分析表





57

|  |  |
| --- | --- |
| =INTERCEPT(y-values,x-values) | y-intercept (when x=0) |
| =INTERCEPT(A1:A5,B1:B5) |  |
| =INDIRECT(A1) |  |

60 Custom Format: (自訂格式)

|  |  |  |  |
| --- | --- | --- | --- |
| G/通用格式 | | | |
| 0 | 0.00 | #,##0 | #,##0.00 |
| \_–\* #,##0\_–;–\* #,##0\_–;\_–\* "–"\_–;\_–@\_– | | | |
| \_–\* #,##0.00\_–;–\* #,##0.00\_–;\_–\* "–"??\_–;\_–@\_– | | | |
| \_–$\* #,##0\_–;–$\* #,##0\_–;\_–$\* "–"\_–;\_–@\_– | | | |
| \_–$\* #,##0.00\_–;–$\* #,##0.00\_–;\_–$\* "–"??\_–;\_–@\_– | | | |
| #,##0;–#,##0 | | $#,##0;–$#,##0 | |
| #,##0;[紅色]–#,##0 | | $#,##0;[紅色]–$#,##0 | |
| #,##0.00;–#,##0.00 | | $#,##0.00;–$#,##0.00 | |
| #,##0.00;[紅色]–#,##0.00 | | $#,##0.00;–$#,##0.00 | |
| 0% | | ##0.0E+0 | |
| 0.00% | | # ?/? | |
| 0.00E+00 | | # ??/?? | |
| "US$"#,##0\_);("US$"#,##0) | | "US$"#,##0\_);[紅色]("US$"#,##0) | |
| "US$"#,##0.00\_);  ("US$"#,##0.00) | | "US$"#,##0.00\_);  [紅色]("US$"#,##0.00) | |
| d–mmm | | d–mmmm–yy | |
| mmm–yy | | m/d/yy | |
| e"年"m"月"d"日" | | e/m/d | |
| yyyy"年"m"月"d"日" | | yyyy/m/d | |
| hh"時"mm"分" | | hh:mm | |
| hh"時"mm"分"ss"秒" | | hh:mm:ss | |
| 上午/下午hh"時"mm"分" | | hh:mm AM/PM | |
| 上午/下午hh"時"mm"分"ss"秒" | | hh:mm:ss AM/PM | |
|  | | yyyy/m/d hh:mm | |
| mm:ss | | @ | |
| mm:ss.0 | | [h]:mm:ss | |

61 自定清單Auto Fill

|  |
| --- |
| **Horoscope?** Aquarius, Pisces, Aries, Taurus, Gemini, Cancer, Leo, Virgo, Libra, Scorpio, Sagittarius, Capricorn |
| **星座 ?** 水瓶,雙魚,白羊,金牛,雙子,巨蟹,獅子,處女,天秤,天蠍,人馬,山羊座 |
| **十二生肖 ?** 猴,雞,狗,豬,鼠,牛,虎,兔,龍,蛇,馬,羊 |
| **顏色 ?** 紅,橙,黃,綠,青,藍,紫 |
| one, two, three, four, five, six, seven, eight, nine, ten, eleven, twelve, thirteen, fourteen, fifteen, sixteen, seventeen, eighteen, nineteen,twenty, thirty, forty, fifty, sixty, seventy, eighty, ninety |
| 一二三四五六七八九十I, II, III, IV, V, VI, VII VIII, XI, X, ..., L, D, M |

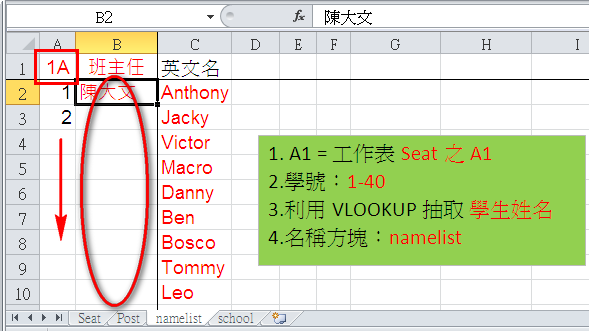
1. 打開 Y:\F4-ICT\Seating-Plan-F4.xlsx 工作表：school



2. 文字檔 Y:\F4-ICT\school-s.txt

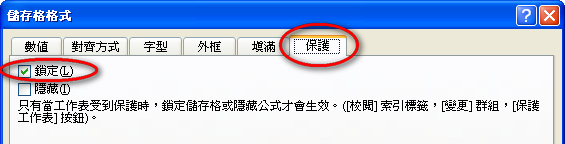
|  |
| --- |
| 班號#英文姓名#中文姓名#性別#學社  1A01#Cheng Chun Ho#鄭駿浩#M#M  1A02#Choy Chung Yin#蔡仲賢#M#L  ... |

3. 工作表：namelist



4. 工作表：seat





5. 額外練習：利用MS Word把文字檔內#號轉為 \_\_^t\_\_ (tab)，再於Excel貼上。

6. 額外練習：製作班分紙class-list.xlsx。

重溫： =VLOOKUP(\_\_key\_\_\_, \_\_\_range\_\_\_, \_\_\_2\_\_\_, FALSE)

=IF(A1<50\_\_\_\_, "Fail", "Pass")

保留字

數據庫（SQL指令 ── 建基於SQL-92 標準）

|  |  |
| --- | --- |
| 常數 | TRUE, FALSE |
| 運算符 | +, -, \*, /, >, <, =, >=, <=, <>, %, \_ , ' , AND, NOT, OR |
| SQL | ABSOLUTE (ABS), AVG, INT, MAX, MIN, SUM, COUNT, AT, CHAR\_LENGTH (LEN), LOWER, TRIM, SPACE, SUBSTRING (SUBSTR/MID), UPPER, AS, BETWEEN, BY, ASC, DESC, DISTINCT, FROM, GROUP, HAVING, LIKE, NULL, ORDER, SELECT, WHERE |

電子試算表

|  |  |
| --- | --- |
| 常數 | TRUE, FALSE |
| 運算符 | +, -, \*, /, <, >, =, <>, <=, >= |
| 函數 | ABS, INT, RAND, SQRT, ROUND, AND, NOT, OR, CHAR, CONCATENATE (&), ISBLANK, LEFT, LEN, LOWER, MID, PROPER, RIGHT, TEXT, TRIM, UPPER, VALUE, AVERAGE, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MIN, RANK, SUM, SUMIF, FIND, VLOOKUP, IF |

