

## 單元編碼及主題 3-3-5 LARGE 函數、SMALL 函數

預估時間長度

內容請分段落：

## Step1. 尋找年度銷售前十名的業務員

點選年度銷售排行榜工作表中的 B2 儲存格→使用「用於公式」·輸入公式「=LARGE(年度實際銷售,A2)」→填滿控點連點兩下

The screenshot shows the Excel interface with the '公式' (Formulas) tab selected. The formula bar displays the formula `=LARGE(年度實際銷售,A2)`. A dialog box titled '函數引數' (Function Arguments) is open, showing the 'LARGE' function. The 'Array' is set to '年度實際銷售' and 'K' is set to 'A2'. The result '5,097' is shown at the bottom of the dialog. The worksheet background shows a table with columns '名次' (Rank), '年度銷售量' (Annual Sales Volume), and '業務員' (Salesperson). The first row of data is visible, with rank 1 and sales volume 5,097.

名次	年度銷售量	業務員
1	5,097	
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Step2. 尋找年度銷售倒數十名的業務員

點選年度銷售黑名單工作表中的 B2 儲存格→使用「用於公式」，輸入公式「=SMALL(年度實際銷售,A2)」→填滿控點連點兩下

The screenshot shows the Microsoft Excel interface with the 'Formula' (公式) tab selected. The formula bar displays the formula `=SMALL(年度實際銷售,A2)`. A dialog box titled 'Function Arguments' (函數引數) for the SMALL function is open. It shows the Array as '年度實際銷售' and K as 'A2', resulting in the value 905. The background spreadsheet shows a table with columns A, B, and C, and rows 1 through 22. The table has headers '最後10名' (Last 10 names) in column A, '年度銷售量' (Annual sales volume) in column B, and '業務員' (Salesperson) in column C. The data in column B starts with '實際銷售,A2' in row 2, followed by numbers 2 through 10 in rows 3 through 11.

	A	B	C
1	最後10名	年度銷售量	業務員
2	1	實際銷售,A2	
3	2		
4	3		
5	4		
6	5		
7	6		
8	7		
9	8		
10	9		
11	10		
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