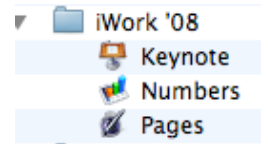


## Numbers - Spreadsheet-Table Application- The Basics

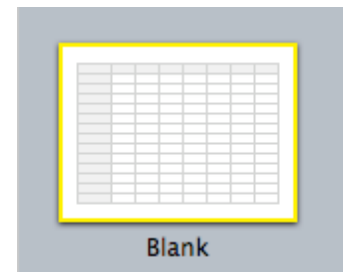
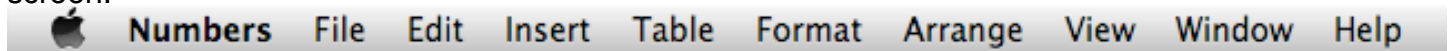
Numbers is part of the Apple iWork suite. It handles a variety of mathematical applications within table formats. MS Excel documents can be opened in Numbers and a Numbers document can be exported in an Excel format. In reality Numbers creates a sheet which can be layered with a table, charts, media and other objects. This tutorial assumes the user understands the basic function of a spreadsheet. It is meant to help the user navigate in the Numbers environment. There are some great video tutorials available on the Apple web site.

<http://www.apple.com/iwork/tutorials/#numbers>

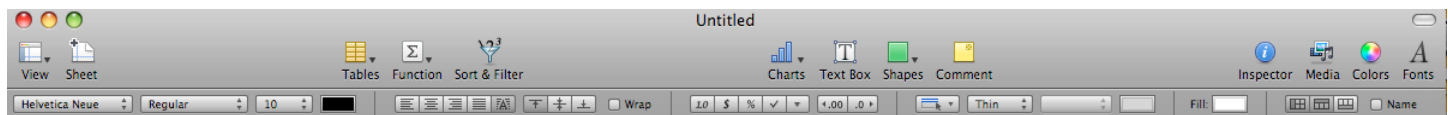
1. Getting started. Open up the iWork folder In your applications folder and double click on the Numbers application.



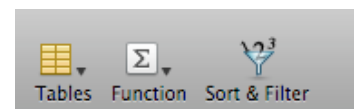
2. Begin with a Blank template. You will see the Numbers menu bar on top of the screen.



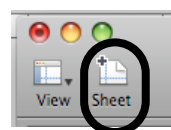
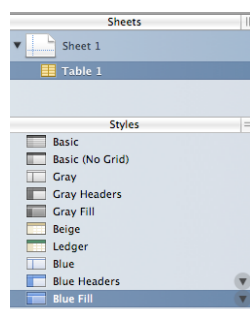
3. The tool bar will be below the menu bar



4. This will look familiar to you if you have worked with Pages and Keynote the other applications in the iWork suite. The Table, Function, Sort & Filter Tools are for the Numbers application.

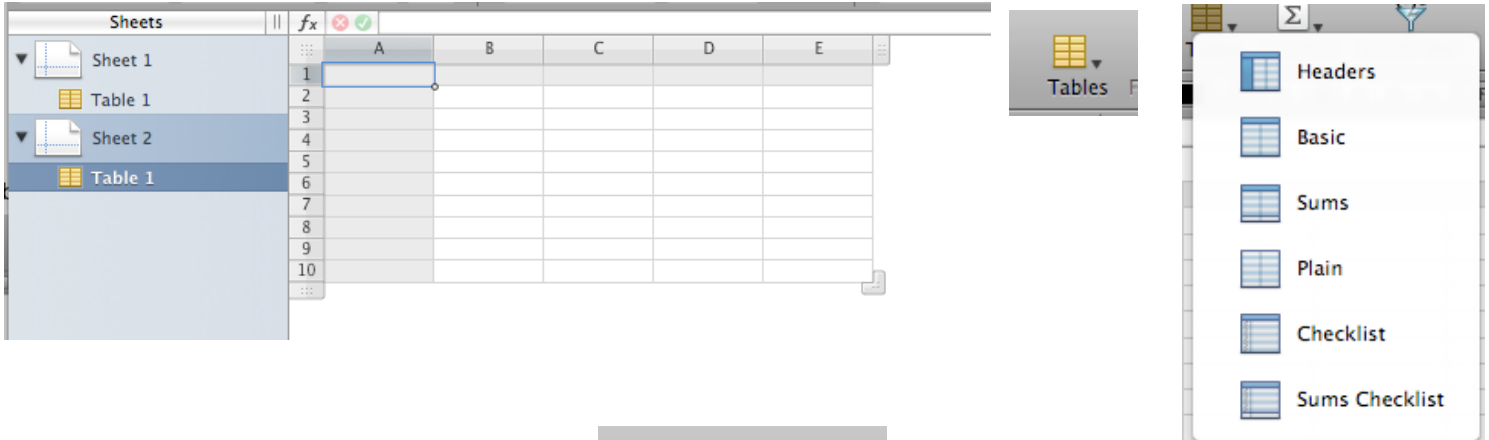


5. On the left of the screen you will see Table 1 selected on Sheet 1. You can experiment with the different Styles for your table. Add a new sheet by clicking on the Sheet icon.

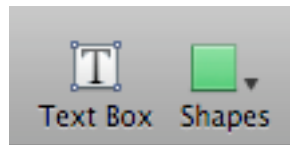


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6. Sheet 2 also has a table. This table is smaller. It's actually on object that sits on top of the blank Sheet 2. Notice there is room to add other objects to this sheet. You can also delete Table 1 on Sheet 2 to understand how this table is just another object. Add another table to this sheet by using the Table icon in the Tool bar.



7. Add a text Box or a Shape to Sheet 2.



This should give you a sense that this

8. Return to Sheet 1, Table 1. The table/spreadsheet in front of you can be used to enter data both in terms of text and numbers. As with any spreadsheet you can sort, use mathematical formulas, organize information and make charts. There are menus available just by selecting the column heading.

	A	B
1	<b>Name</b>	<b># Siblings</b>
2	Chris	0
3	Jim	3
4	Lawrence	1
5	Pat	2
6	Sam	4
7	Sashia	4
8	Susan	5
9		19

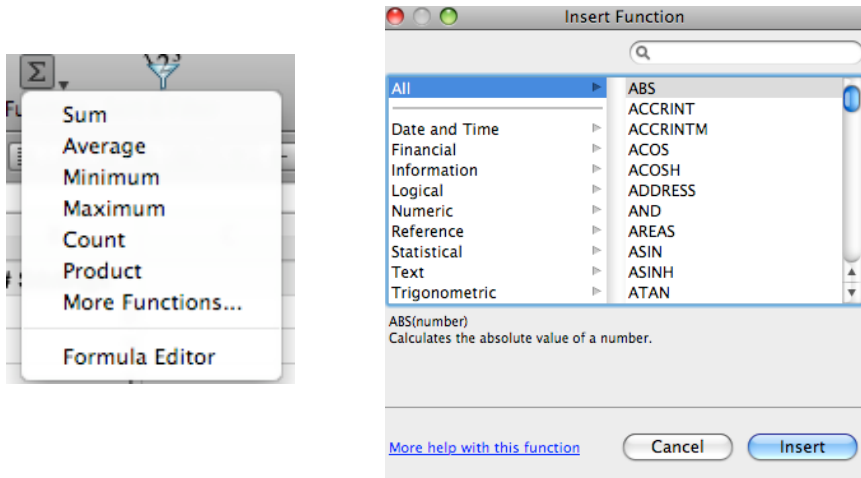
  

A	B	C
<b>Name</b>		
Chris		
Jim		
Lawrence		
Pat		
Sam		
Sashia		
Susan		

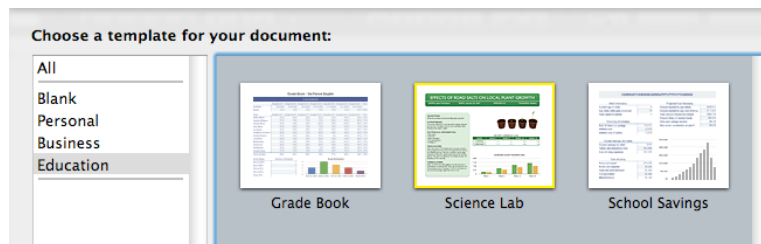
The second table shows a context menu open over the 'Name' column header. The menu options are: Sort Ascending, Sort Descending, Add Column Before, Add Column After, Delete Column, Hide Column, Unhide All Columns, and Show Sort & Filter Panel.

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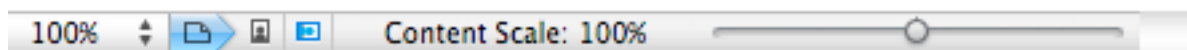
9. Access basic functions using the Functions icon in the toolbar. The most common mathematical functions are shown. If you select more functions you will have your choice of mathematical or scientific functions.



10. You might enjoy working with some of the pre-made templates. Check out the Science Lab example.



11. Before printing, select the Print View icon in the tool bar. When you are in Print View you will see some information at the bottom of your sheet. The first icon toggles you in and out of print view. (If you hover your mouse/cursor a little yellow sticky will give you this info). The second icon puts the document in Portrait view and the last icon puts the document in landscape view. You can see if your sheet will fit onto one page. You may want to use the content scale slider to make adjustments to fit onto one page. In this respect spreadsheet users will notice a significant difference. Typically on a spreadsheet one selects the range of cells to be printed and can create page breaks where appropriate.



12. Numbers is a versatile application where many layers can be added to a sheet/page. The built in templates are quite useful and the tables can handle a variety of mathematical formulas.