



# Creating Spreadsheets with Numbers

## Business Course

Tuition: \$159

Half-day Hands-on Course

Numbers is the newest addition to the iWork suite of applications and is Apple's program for creating spreadsheets. In this class, you will gain a basic understanding of tables and calculations along with when/how to use Numbers templates to create stunning, rich spreadsheets and reports.

**PREREQUISITES:** This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**WHO SHOULD ATTEND:** This class is for anyone who is looking to better understand Numbers.

Topic	Description
Getting Started With Numbers	Get introduced to Numbers through an understanding of the user interface.
Organizing Information	Explore methods for categorizing information on sheets and collecting data in tables.
Building the Spreadsheet	Learn how to import .xls, .csv, .cwk, tab-delimited, and .ofx files into your spreadsheet.
Formatting the Table	Use header rows and columns, format your cells and learn to use table styles to better visually organize the information in your table.
Using Formulas and Functions	Use Numbers to create functions that will keep running totals, averages and other data in your table updated automatically.
Adding Media	Utilize the graphic tools and guides to add visual media and interest to your spreadsheet. Also learn how to print your spreadsheets the way you want it to.
Exporting	Export your spreadsheet as a PDF or Microsoft Excel file.
Using Templates	Harness the power of visual templates to get started right away with creating visually stunning spreadsheets. We will also explore advanced media formatting, placing address book contacts to a spreadsheet, sort data in a table, use checkboxes, and publishing with iWeb.

