



First in Technology, First in Training.

## Intro to Numbers

Business Course

\$159

Half-day Hands-on Course

1:30pm - 4:30pm

### Overview

Present your data with style. Numbers, the newest addition to the iWork suite, is Apple's application 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 for a better understanding of Numbers.

### Topics

#### Getting Started

Get introduced to Numbers through an understanding of the user interface.

#### Organization

Explore methods for categorizing information on sheets and collecting data in tables.

#### Building a Spreadsheet

Learn how to import .xls, .csv, .cwk, .ofx and tab-delimited files into your spreadsheet.

#### Formatting Tables

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.

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