



NUMBERS '09; using spreadsheets

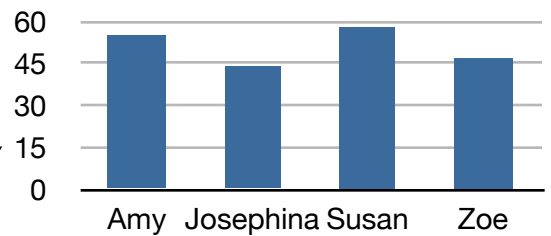
Tips to Begin

Know the Spreadsheet Vocabulary!

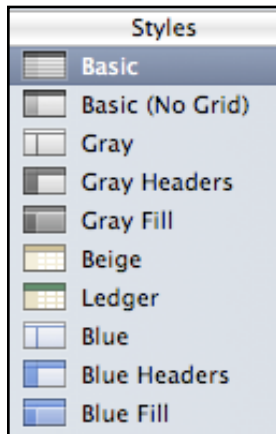
Spreadsheet - A document that contains tables for calculating numbers or organizing information. It can also contain images, sounds, and text boxes.

- **Chart** - Use the table information to create a variety of graphs, also known as charts.
- **Sheet** - Spreadsheets can contain more than one sheet (or workbook). They could be considered the “pages” of the spreadsheet.
- **Styles** - A set of preselected colors and fonts used to change the “look” of the spreadsheet.
- **Table** - A grid that contains cells, rows, and columns in which you enter text or numbers. Add a formula to cells to calculate numbers.

Chart 1



	Column	Names	Height in Inches
Cell		Amy	55
		Josephina	44
		Susan	58
Row		Zoe	47



Change the appearance of the spreadsheet using the Styles.

Set the Page Layout:

The Numbers page seems to have no borders and you can design a beautiful layout only to find that it doesn't print all on one page, or splits the spreadsheet or images over more pages.

1. From the File Menu, select Show Print View. This will show you where the edges of the page really are and helps in designing the page.
2. If you wish to see more than one page in the window, use the %View at the bottom of the window.




3. Change to the page orientation to Landscape or Portrait.

The Numbers window has different elements to develop and organize your spreadsheet:

- From View menu, select show format bar. Use it to change fonts, justify text, functions, decimal places, and lines.



- Use the sheets icon  to add sheets (pages) to your spreadsheet.

- Click Tables icon to add more tables  to the same spreadsheet.

- Drag elements around on the same sheet, or copy and paste them to a new sheet.



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Using the Tables

Using Tables

- Create a table using the

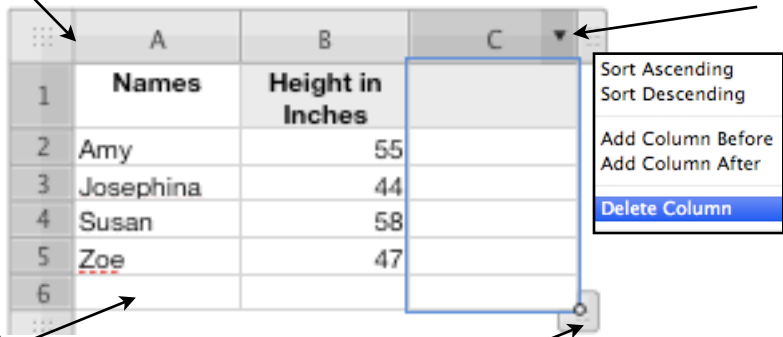


Table icon **Tables** in the Menu Bar.

- Select a table by clicking anywhere on the table.

Click on the upper left corner to move a table.

To delete columns or rows, select the column or row, and click on the little arrow. Use the menu to delete the column or row.



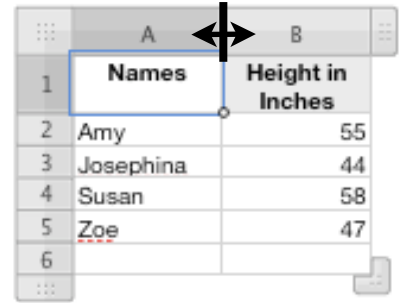
Click in any cell to select the cell.

Resize the table by dragging on the corner handle. This adds rows and/or columns.

Names	Height in
Amy	55
Josephina	
Susan	
Zoe	

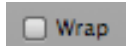
Names	Height in Inches
Amy	55
Josephina	44
Susan	58
Zoe	47

Text wrap



Changing Cell Size . . .

- If the text contents of the cell is too much to show, click on the row or column, and from the Format Bar click on the Wrap icon

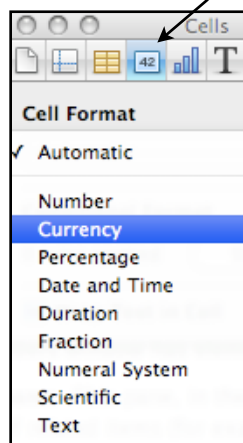


- The cell will change size to show all the contents of the cell.

If the column width is too narrow or wide for the contents, click on the line between the columns and drag the column wider or narrower.

Add or edit cell values . . .

- To add content to a cell, simply click on the cell and start typing.
- Cells can contain text or numbers, and you will want to use the correct format for each.
- To change the format of a number, select the column and go to the Inspector.
- Click on the Cells Tab in the Inspector and change automatic to the type of number you want, such as currency or dates. The numbers automatically change.



Names	Payment 1
Jose	14
Keith	13
Michael	18
Will	15

Names	Payment 1
Jose	\$14.00
Keith	\$13.00
Michael	\$18.00
Will	\$15.00


For more detailed help with **Numbers**, use Atomic Learning at www.atomiclearning.com



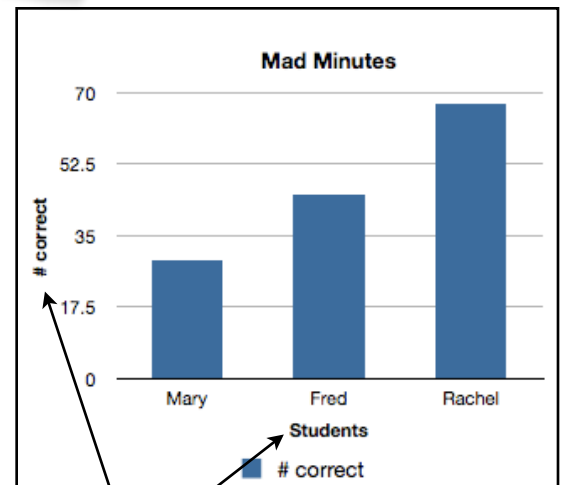
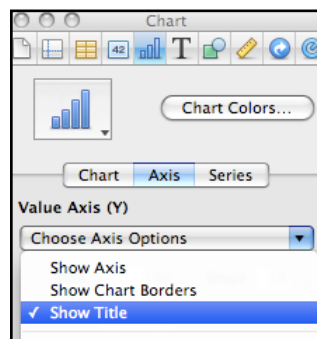
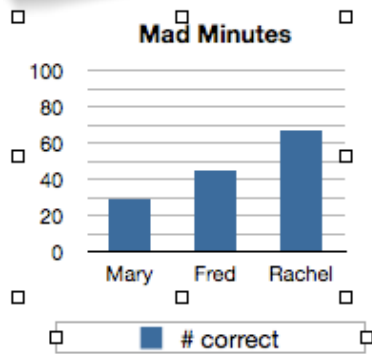
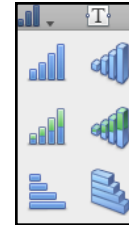
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Edit the Elements of the Chart



Create a Chart

- Highlight the area of the table that contains information (text and numbers).
- Click on the Chart icon  at the top of the window, and select the type of chart from the pull down menu. (line, pie, bar)
- The chart will appear on the page. If needed, click in the upper left corner to move it to a new location.



	A	B	C
1	names	# correct	
2	Mary	29	
3	Fred	45	
4	Rachel	67	
5			

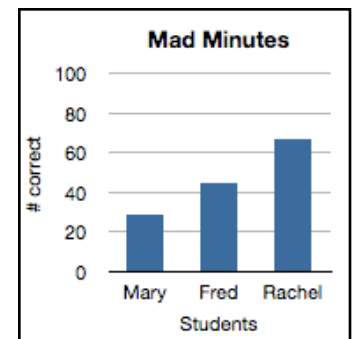
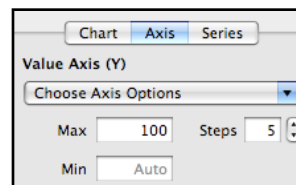


Add Titles

- Click on the chart to select it.
- Open the Inspector and click on the Chart Tab .
- Click on the Axis  **Chart** **Axis** **Series**
- To change the Y axis Title, use the pull down menu and select Show Title.
- A Value Title will appear on the left of the graph. Click on it to edit the title.
- Use the X axis pull down menu to add a title across the bottom of the chart and edit it.

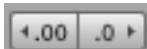
Change the Values in the Y axis

- Click on the table to select it.
- In the Inspector, click on the Chart Tab .
- Click on the Axis  **Chart** **Axis** **Series**
- Change the Max number, rounding up to the nearest 10 of the highest number in the table.
- Change the steps until the values in the chart make sense for the data.



Limit decimal places

- Click on a column or cell to select it.
- From the Format Bar, click more or less to add/remove decimal places.



	A	B	C	D	E
1	names	# correct			
2	Mary	29			
3	Fred	45			
4	Rachel	67			