Numbers Training

Numbers is the spreadsheet application that Apple has created for Mac and iOS devices.
A little different to other spreadsheet packages, it works on the basis that the table is central to the system and other effects like charts; digital images and text are catered for within this framework. We'll get you started and by the end of the training session you'll be a pro.

Prerequisites: Candidate must have a basic understanding of the macOS.
  Personal Mac computer must be on macOS 10.15.
Duration: 4 Hours.

- **Understanding the interface:**
    - Understanding menus, shortcut keys and toolbars.
    - Accessing and uses of the sidebar.
    - Selecting different document views.
    - Navigating documents and windows.

- **File management:**
    - Creating/saving/opening files.
    - Setting file properties.
    - Creating & managing templates.
    - Working over multiple versions.

- **Working with cells and cell-data:**
    - Functions in choosing cells.
    - Copy & pasting cell data.
    - Using Autofill.
    - Inserting symbols and special characters.
    - Freezing rows and columns.
    - Sorting & filter

- **Functions & formulas:**
    - Difference between formulas and functions.
    - Relative values vs absolute values.
    - Using formula builder.
    - Copy & pasting formulas.
    - Summarizing using if and sumif.
    - Rounding cell values up and down.
    - Using Vlookup and Hlookup.

- **Working with charts:**
    - Creating bar & column charts.
    - Changing charts types and layout.
    - Managing axes and numbering.

- **Exporting:**
    - Exporting options.
    - Exporting settings.