



Numbers

for Mac Training: Beginners to Intermediate

For people who have a basic understanding of the macOS.

Duration: 4 hours
Price: R1 550 incl. VAT



Overview:

Numbers is Apple's spreadsheet application for Mac and iOS devices. Unlike traditional spreadsheet tools, Numbers is built around a table-centric design that seamlessly integrates charts, images & text into a flexible & visually engaging workspace. This session will get you started with the essentials - and by the end, you'll be confident in creating, editing, and presenting professional spreadsheets across your Apple devices.



Understanding the interface:

- Understanding menus, shortcut keys and toolbars
- Accessing and uses of the sidebar
- Select different document views
- Navigating documents and windows.
- Working with the infinite canvas



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 & filtering



=SUM(

Functions & formulas:

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



Working with charts:

- Creating bar & column charts
- Changing chart types and layout
- Managing axes and numbering
- Using Interactive charts



Exporting & Sharing

- Sharing Workbook
- Collaboration
- Exporting options.
- Exporting settings.

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