



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 Mac OS X.

Duration: 3 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.