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.

Prerequisite: A basic understanding of the macOS
Duration: 4 Hours
R1350.00 incl. vat

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.
- UsingAutofill.
- 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.

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Training Provider

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