

# iWork Numbers Introduction

## *Course Objectives*

- Spreadsheet Essentials
- Advanced Spreadsheets
- Advanced Charting
- Sharing Documents

## *Audience*

This course is **designed for New or Self-Taught users of iWork Numbers** who want to be proficient with the fundamental features.

## *Prerequisite*

**No prior knowledge or experience** of iWork Numbers is required to attend this course. You must be familiar with using Mouse and Keyboard.

## *Duration*

This is a **1 day iWork Numbers** course. The timing are **09:30 to 16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

## *Location*

Our **iWork Numbers** course can be **run online** or at our training venue near Liverpool Street (London) or any preferred location in the **UK or Europe**.

## iWork Numbers Introduction Course Outlines

### Spreadsheet Essentials

Opening Numbers  
Choosing a Template  
Working with Sheets  
Working with Tables  
Using the Inspector  
Importing Spreadsheet Data  
Formatting and Editing Data in a Table or Chart  
Using Table Styles  
Using Checkboxes, Steppers and Sliders  
Modifying and Saves Table Styles  
Using Formulas and Functions  
Adding Media  
Printing Your Spreadsheet  
Exporting Your Spreadsheet  
Headers and Footers  
Labels, Ticks and Grids

### Advanced Spreadsheets

Organizing Information Using Table Categories  
Formatting a Time Report  
Performing Calculations with Variables  
Referencing Data  
Formatting Displayed Data  
Using Advanced Formulas with Functions

### Advanced Charting

Creating a Stacked 3D Bar Chart  
Displaying a Margin of Error  
Building a Mixed Chart  
Comparing Data in a a2-Axis Chart  
Making a Scatter Chart

### Sharing Documents

Printing  
Email  
PDFs  
Converting to Excel