Getting Started with Numbers (1 hr 30 min)

A spreadsheet is a computer application that simulates a paper worksheet. It displays multiple cells that together make up a grid consisting of rows and columns, each cell containing either alphanumeric text or numeric values. A spreadsheet cell may alternatively contain a formula that defines how the contents of that cell is to be calculated from the contents of any other cell (or combination of cells) each time any cell is updated. Spreadsheets are frequently used for financial information because of their ability to re-calculate the entire sheet automatically after a change to a single cell is made. *Wikipedia*

Numbers as a spreadsheet presents a more usable interface understandable to lay-people and offering better control over the appearance and presentation of tables of data. *Steve Jobs, Apple Computer Inc.*

Numbers / Spreadsheet Overview using prepared Templates (20 min)

You can learn much about the power of spreadsheets by using one already prepared. This activity will help you get started with Numbers spreadsheets by using any one of the many prepared templates made available for your personal, business or school use.

Reference made to the following templates:

- Personal Finance / Loan Comparison
- Personal / Garden Journal
- Business / Expense Report
- Education / Science Lab

Instructor Demonstration will show you how to open Numbers to access Apple prepared templates, enter new data into cells and notice changes to information as data is revised. Features of the Numbers window including the sheet canvas, format bar, formula bar etc. will be covered. Other editing features will be covered including moving objects, examining print and saving options.

Support materials:
- Tutorial: http://www.apple.com/iwork/tutorials/#numbers
  - Getting Started with Numbers '09
- Keynote demonstration - The Numbers Window

Participant Activity: Students will open a Template of interest, enter new data, edit it by moving objects, examine printing and saving options.

Tables, Styles, Formulas, Images, Fonts and more (30 min)

The next best way to learn about Numbers features is to build a spreadsheet.

Instructor Demonstration will show you how to build a spreadsheet. In the process of building spreadsheets you will learn about tables and table types; the Table and Cell Inspectors; merging and splitting cells; identifying cells; entering and editing text, numbers and formulas into cells; using the format bar to format the numerical data; altering table size and style; adding or deleting columns and rows; adding shapes and images to your sheets.

Support materials:
- Tutorials: http://www.apple.com/iwork/tutorials/#numbers
  - Use Tables, Styles, Color, Images, and Fonts
  - Format Data Values with the Format Bar
  - Create Formulas with Quick Formula
- Number Sample spreadsheet: Sheet 1 - Flower Garden / Sheet 2 - Salary Scale

Participant Activity: During this activity you will review video tutorials that cover aspects of spreadsheet tables. Using a Numbers spreadsheet, you will apply text, numbers and formulas to table cells as well as edit and format the cell information. The instructor will guide you through a Numbers activity in which you will create a spreadsheet using data provided. Use the following handout and instructor help to complete the activity.

Support materials:
- Numbers Activity - Handout 1

Creating Charts to help Visualize Data (25 min)

You can easily spot relationships in your data when you display it with a chart. Numbers gives you many flexible ways to easily display your data using charts. In this activity you will learn how to select data to be analyzed, create a chart of that data and then add chart features for effect.

Instructor Demonstration will show you how to build a spreadsheet and display a chart of the spreadsheet data. The Chart Inspector will be demonstrated to show how to change chart features like chart type (2D and 3D), colors, titles and legends,

Support materials:
Tutorial: http://www.apple.com/iwork/tutorials/#numbers
Create and Edit Charts
Number Sample spreadsheet: Sheet 3 - Chart Sample / Sheet 4 - Production Line

Participant Activity: The instructor will guide you through the following activity in which you will create a spreadsheet using data provided. You will then create a chart to represent your data. Use the following handout and instructor help to complete the activity.

Support materials:
Numbers Activity - Handout 2

Sharing your Spreadsheet with Others (15 min)

When we talk about sharing spreadsheets we find that you can import a spreadsheet created in Excel, import it into Numbers, edit it and return it to the sender in Excel format. Other ways to share involve printing your spreadsheet to paper or as a PDF file; exporting to other document formats such as PDF, Excel or CSV; sending your spreadsheet to iWeb; sending your spreadsheet using eMail; or sending you spreadsheet to iWork.com.

Instructor Demonstration will show you how to work with Page View to resize a page or document printing and sharing. Next, documents in Excel format will be imported for viewing. Options for printing and sharing the edited Numbers documents to PDF, email, iWeb or iWork.com will be shown.

Support materials:
Tutorial: http://www.apple.com/iwork/tutorials/#numbers
Print in Numbers
Working with Excel users

Participant Activity: Participants will be provided sample Excel document for import into Numbers. During the time provided, they will investigate printing, exporting or sharing their documents to PDF, Excel, csv, email or iWeb formats.

Support materials:
Excel samples: converter.xls, planet_weight.xls, pizzacalc.xls, tax.xls, tripcost.xls