## **Contents**

	About The Author	8
	Introduction	9
1	Opening Numbers	10
1.1	Choosing The Right Template For The Job	10
1.2	Exploring the Personal Finance Templates	11
2	Overview of the Numbers Interface	12
2.1	The Number's Interface	12
2.2	The Tool Bar	12
2.3	Customising the Tool Bar	15
2.4	The Format Bar	16
2.5	The Sheets Pane	16
2.6	Styles Pane	17
2.7	The Inspector	17
2.8	Text and Graphics	28
2.9	The Media Browser	28



Download free eBooks at bookboon.com

3	Adjusting Images	31
3.1	Framing Images	31
4	Working With Sheets	32
4.1	Renaming And Adding Sheets	32
4.2	Organising the Sheet Pane	32
5	Working With Tables	33
5.1	The Anatomy Of A Table	33
5.2	Formatting A Table	34
6	Cell Formats	35
6.1	Manually Formatting Cell	36
6.2	Navigating from Cell to Cell	37
6.3	Series	37
6.4	Customised Series Data	37
6.5	Sorting Data In A Table	38
6.6	Organising Data With Categories	39
6.6	Using Checkboxes, Steppers, and Sliders	41
6.7	Freezing Header Rows And Columns	42



7	Importing Data	43
7.1	Importing Excel Spreadsheets	43
7.2	Using Address Book Cards	43
8	Calculations	45
8.1	Formula Editor	45
8.2	Operators	46
8.3	Functions	47
8.4	Performing Calculations With Variables	49
8.5	Referencing Multiple Sheets And Tables	50
8.6	Referencing Data; Relative and Absolute References	50
9	Design Formatting	53
9.1	Using Table Styles	53
9.2	Modifying and Saving Table Styles	53
9.3	Print Setup	54
10	Charts	55
10.1	Column And Stacked Column Charts	55
10.2	Bar And Stacked Bar Charts	56
10.3	Pie Charts	56
10.4	Line Charts	57

SIMPLY CLEVER ŠKODA



Do you like cars? Would you like to be a part of a successful brand? We will appreciate and reward both your enthusiasm and talent. Send us your CV. You will be surprised where it can take you.

Send us your CV on www.employerforlife.com



10.5	Area And Stacked Area Charts	58
10.6	Scatter Charts	58
11	Sharing Work	59
11.1	Printing from Numbers	59
11.2	Exporting spreadsheets from Numbers	59
11.3	Publishing with iWeb	61
	Conclusion	62

