

4 Working With Sheets

A Numbers document can contain one or more Sheets. By default, Sheets contain one Table. These are divided into Columns and Rows.

Sheets are similar to Excel Tabs and can be viewed as sub-divisions of a Numbers document. Sheets can be used to breakdown data into groups. For example, an accounts document might have separate Sheets for raw data and workings, with a presentation Sheet for Charts and Graphs.

4.1 Renaming And Adding Sheets

To rename a Sheet, double-click its name in the Sheet Pane. To add a new Sheet, click the Sheet button in the toolbar, or from the menu bar choose Insert > Sheet. Naming Sheets is a worthwhile discipline.

4.2 Organising the Sheet Pane

With multiple Sheets, the order in which the Sheets appear can be changed by clicking on a Sheet in the Sheet Pane and dragging it up or down the Pane. Furthermore, with a multi-sheet document, when each Sheet contains at least one table, the Sheet Pane becomes rather full. Therefore it might be desirable to only view the Sheets without their respective content. To hide the contents of a Sheet in the Sheet Pane, click on the disclosure triangle next to the Sheet label to hide or reveal its contents.



> Apply now

REDEFINE YOUR FUTURE
**AXA GLOBAL GRADUATE
PROGRAM 2015**

redefining / standards 

agence c&g © Photonistop