

6 Cell Formats

There are six table presets; each providing an insight into the variety of Cell Formats. Controls for Cells can be explored by right-clicking or Control-Clicking a Cell or Cells.

The six table types are:

- **Headers** – This includes one header column and one header row. Headers are used to label columns and rows. Headers are automatically formatted so that they stand out from other cells in a Table. They are always the topmost row or the first column on the left of a Table. Numbers supports up to five header rows and columns. Multiple headers are useful when assigning names to two or more header columns or rows.
- **Basic** – is similar to the Headers preset except that it does not contain a row header.
- **Sums** – like Basic, this has columns headers, no row headers, but includes a Footer Row. The Footer Row cells contain a SUM formula which totals any number values entered into the columns.
- **Plain** – is a simple grid of Cells with no headers or formula added.
- **Checklist** – is a useful example of Cell Formatting. Column A contains Checkboxes. So if making, for instance, a Do List once a task has been completed it can be simply ticked to indicate its completion. Other types of Cell Format are Stepper, Slider and Pop-up Menu. Cells can be formatted for Numbers, Currency, Percentage, Date & Time, Duration, Fraction, Numeral System, Scientific and Text.
- **Sums Checklist** – is identical to Checklist save that the first column contains checkboxes.



The image shows the BI Norwegian Business School logo, which is a central blue square with 'BI' in white. Surrounding it are various program names in colorful, 3D-style text: Business, Strategic Marketing Management, International Business, Leadership & Organisational Psychology, Shipping Management, and Financial Economics. Below the logo is the text 'BI NORWEGIAN BUSINESS SCHOOL' and the 'EFMD EQUIS ACCREDITED' logo.

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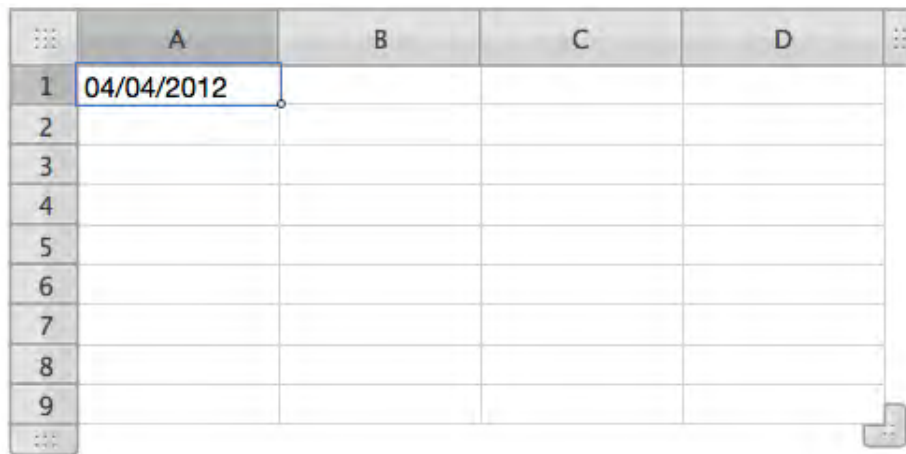


6.1 Manually Formatting Cell

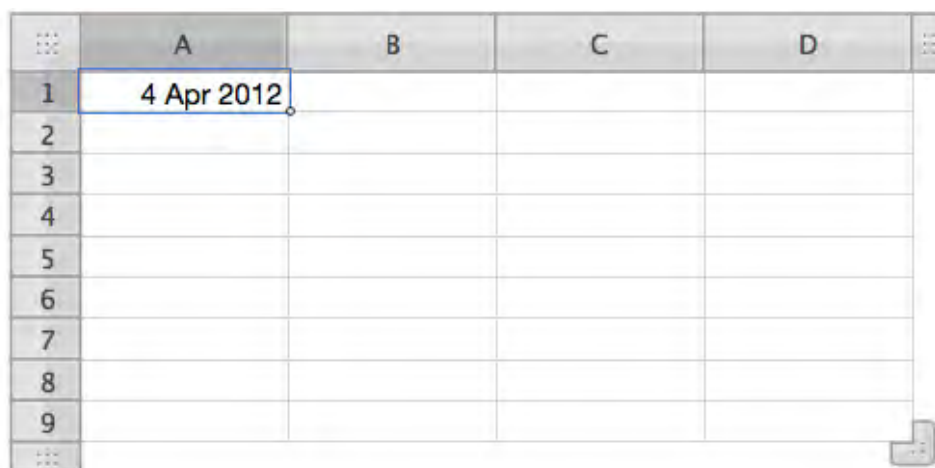
Cells are formatted as Automatic when they are created. This means that data can be entered without the user having to consider which format to use. Numbers allows users to change cell formatting depending on their project requirements. The types of Cell Format are Numbers, Currency, Percentage, Date & Time, Duration, Fraction, Numeral System, Scientific, and Text. There are also, Stepper, Slider and Pop-up Menu formats.

To manually format a cell, column or row, select it, then in the Cells Inspector click on the drop down menu and change the formatting accordingly. In addition users can make custom formats. This option is also found in the drop down menu of the Cells Inspector.

If a date is entered into a Cell, for example 04/04/2012, Numbers will automatically read this as a date and will display it as such; 4th April 2012.



	A	B	C	D
1	04/04/2012			
2				
3				
4				
5				
6				
7				
8				
9				



	A	B	C	D
1	4 Apr 2012			
2				
3				
4				
5				
6				
7				
8				
9				

If this is not the desired date format, select that cell, column or row and in the Cells Inspector use the Date menu to change the formatting. The options found in the Cells Inspector can also be found on the Format Bar.

6.2 Navigating from Cell to Cell

When entering data into Cells, to move the insertion point to the next Cell in the row press TAB. To move the insertion point to the cell below press Return. Use the Arrow keys to move the insertion point freely.

6.3 Series

A series is a range of linked values. For example, months or weekdays where February follows January, Tuesday follows Monday. Numbers understands such series. To prove this point try typing January into a column. Select that cell and click-drag on the bottom right hand corner of the cell and, moving the cursor down the column, the column automatically sequences the rows with all the months of the year. The same process can be applied to weekdays.

6.4 Customised Series Data

If a date is entered into the top body cell of a Column, for example 01/01/12, a date sequence can be created. By click-dragging on the bottom right hand corner of the cell and moving the cursor down the column, the column automatically sequences the rows as following days; 2nd, 3rd, 4th January and so on. Brilliant, but this can be frustrating if, for instance, a series based on weeks is required. The way to achieve this is to manually enter the date information for the first two months of your series, say 04/04/2012 and 04/05/12. Then select the row for April, hold down the Shift key and select May, both rows are now selected. Click-drag the bottom right hand corner of the May cell and the date series now runs in months.

	A	B	C	D
1	4 Apr 2012	4 Apr 2012	1 Apr 2012	1 Apr 2012
2	5 Apr 2012	11 Apr 2012	1 May 2012	1 Apr 2013
3	6 Apr 2012	18 Apr 2012	1 Jun 2012	1 Apr 2014
4	7 Apr 2012	25 Apr 2012	1 Jul 2012	1 Apr 2015
5	8 Apr 2012	2 May 2012	1 Aug 2012	1 Apr 2016
6	9 Apr 2012	9 May 2012	1 Sep 2012	1 Apr 2017
7	10 Apr 2012	16 May 2012	1 Oct 2012	1 Apr 2018
8	11 Apr 2012	23 May 2012	1 Nov 2012	
9	12 Apr 2012	30 May 2012	1 Dec 2012	

In the illustration Column A was created using consecutive days, 04/04/12 was typed into Cell A1 then dragged to fill Column A. In Column B 04/04/12 was typed into Cell B1, then 11/04/12 into Cell B2 before both these Cells were selected and dragged to fill Column B. Column C is a series based on the first day of the month. Column D illustrates the drag operation, and is a series based on years.

Use the Cell Inspector to change how the dates are displayed.

Other series might include a dinner menu. Typing Aperitif, Starters, Main, Deserts, Coffee into a successive Rows of a Column then performing the Shift-Clicking and Dragging operation described above will repeat those five elements down the column ad nauseam.

And there's more. Hovering the cursor over the reference tab for the date column reveals a triangle, clicking on this invokes a menu. That menu has an option 'Categorize by This Column'. If this is selected the months are automatically divided into years. If the sequence was stepping-up in days then 'Categorize by This Column' would divide the column into months.

Numbers is full of features like this. There is not space to explore all the permutations here. The key to understanding lies in understanding how Cells are automatically formatted and how this formatting can be 'trained' to behave in new ways.

6.5 Sorting Data In A Table

Using the menus that appear on the reference tabs, users can sort columns and rows. Typically data is sorted by Column, for example by date ascending. Sometimes more sophisticated sort options are required, these can be accessed via the reference tab menus and are labelled, 'Show More Options'. In the example Column B, Fruit Type is being sorted to display in alphabetical order.

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	A	B
1		Fruit Type
2	Pear	anjou
3	Apple	braeburn
4	Orange	clementine
5	Pear	comice
6	Pear	conference
7	Apple	granny smith
8	Orange	jaffa
9	Orange	mandarin
10	Apple	pippin
11	Apple	russet
12	Orange	satsuma
13	Apple	smokehouse

Sort Ascending
 Sort Descending
 Convert to Header Column
 Add Column Before ⌘←
 Add Column After ⌘→
 Delete Column
 Hide Column
 Categorize by This Column
 Show More Options...

6.6 Organising Data With Categories

The following example shows a fictitious Table for a green-grocer's fruit order. This and the previous illustration contain the same data, but the second Table has been categorized by Column.

	A	B
1		Fruit Type
2	▼ Pear	3
3	Pear	anjou
4	Pear	comice
5	Pear	conference
6	▼ Apple	5
7	Apple	braeburn
8	Apple	granny smith
9	Apple	pippin
10	Apple	russet
11	Apple	smokehouse
12	▼ Orange	4
13	Orange	clementine
14	Orange	jaffa
15	Orange	mandarin
16	Orange	satsuma

The categorized Table presents information more clearly. To achieve this Column A was selected and then the Column's Reference Tab menu opened to reveal the 'Categorize by This Column' option. This categorizing can be applied on multiple levels. With these sub-categories a disclosure triangle appears allowing rows to be collapsed and therefore hidden. Cell B2 was selected and from its Reference Tab, Count was chosen, hence the figures 3, 5, and 4 in Rows 2, 6, and 12.

6.6 Using Checkboxes, Steppers, and Sliders

In the following Checkbox example, a timesheet used for client billing is illustrated.

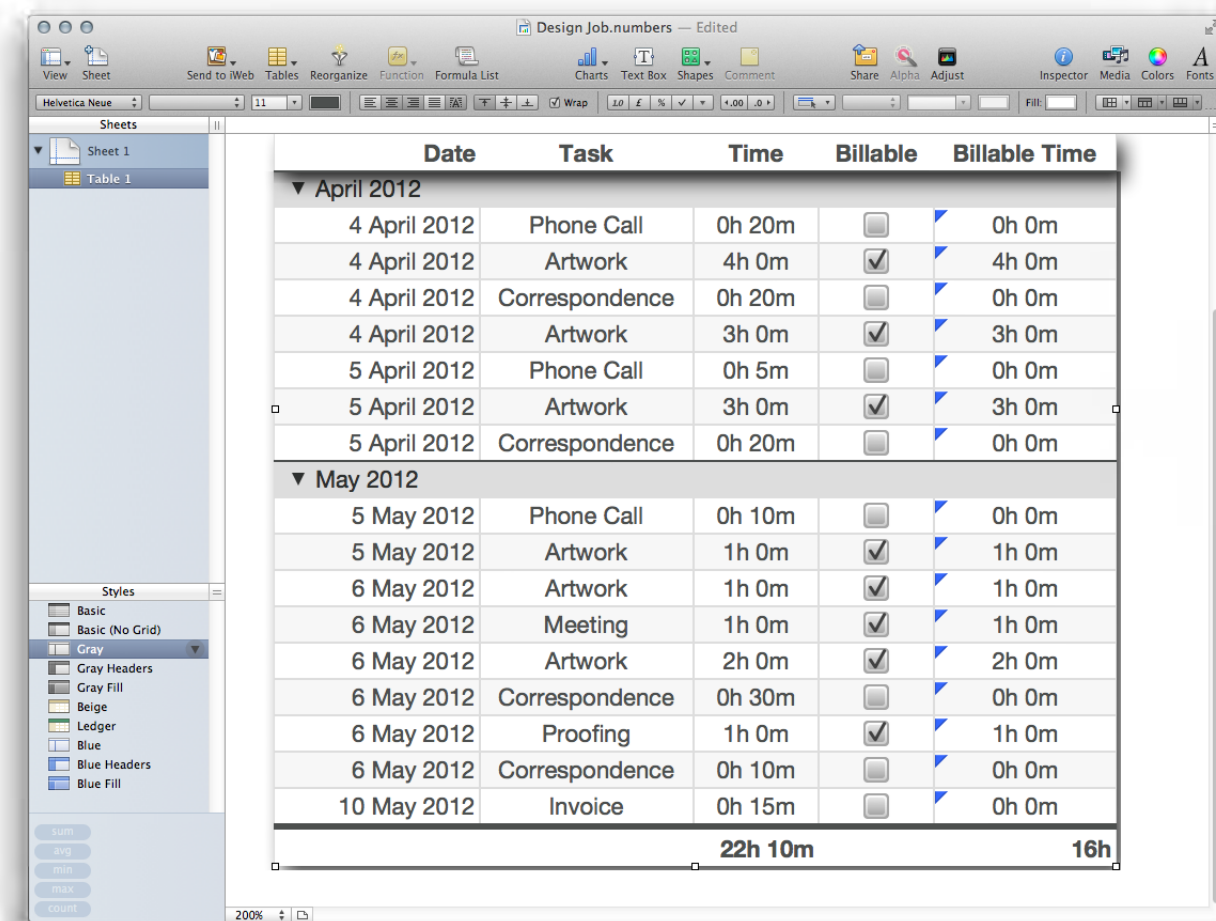
	A	B	C	D	E
1	Date	Task	Time	Billable	Billable Time
2	▼ March 2012				
3	28 March 2012	Phone Call	0h 30m	<input type="checkbox"/>	0h 0m
4	28 March 2012	Correspondence	1h 0m	<input type="checkbox"/>	0h 0m
5	29 March 2012	Meeting	1h 30m	<input type="checkbox"/>	0h 0m
6	30 March 2012	Correspondence	1h 0m	<input type="checkbox"/>	0h 0m
7	▼ April 2012				
8	4 April 2012	Phone Call	0h 20m	<input type="checkbox"/>	0h 0m
9	4 April 2012	Artwork	4h 0m	<input checked="" type="checkbox"/>	4h 0m
10	4 April 2012	Correspondence	0h 20m	<input type="checkbox"/>	0h 0m
11	4 April 2012	Artwork	3h 0m	<input checked="" type="checkbox"/>	3h 0m
12	5 April 2012	Phone Call	0h 5m	<input type="checkbox"/>	0h 0m
13	5 April 2012	Artwork	3h 0m	<input checked="" type="checkbox"/>	3h 0m
14	5 April 2012	Correspondence	0h 20m	<input type="checkbox"/>	0h 0m
15	▼ May 2012				
16	5 May 2012	Phone Call	0h 10m	<input type="checkbox"/>	0h 0m
17	5 May 2012	Artwork	1h 0m	<input checked="" type="checkbox"/>	1h 0m
18	6 May 2012	Artwork	1h 0m	<input checked="" type="checkbox"/>	1h 0m
19	6 May 2012	Meeting	1h 0m	<input checked="" type="checkbox"/>	1h 0m
20	6 May 2012	Artwork	2h 0m	<input checked="" type="checkbox"/>	2h 0m
21	6 May 2012	Correspondence	0h 30m	<input type="checkbox"/>	0h 0m
22	6 May 2012	Proofing	1h 0m	<input checked="" type="checkbox"/>	1h 0m
23	6 May 2012	Correspondence	0h 10m	<input type="checkbox"/>	0h 0m
24	10 May 2012	Invoice	0h 15m	<input type="checkbox"/>	0h 0m
25	22h 10m			16h	

Column A is the Date of the item. Column B describes the task, and is a Pop-Up formatted Cell. Column C details the time taken for the task. Column D is a checkbox used when a Row item is billable. Column E is the total billable time. Cell C25 is the total time taken for the job and Cell E25 records the total billable time.

A Checkbox is a variable with two states on or off equating to 1 or 0. The Pop-Up Menu is a set-list to draw from. Here the work tasks for this business are listed.

6.7 Freezing Header Rows And Columns

With large tables that run-off the screen, scrolling up and down is necessary to view all the data. Freezing Headers will ensure that Header Rows and Columns will always be visible no matter how far down or across a Table the current view is set.



In the example the Header was frozen using the Tables Inspector.