Using Numbers on MacOS

Warren Harkness - December 7, 2020

Logistics

MacOS 11.0.1
Numbers 10.3.5

Agenda

- Objective of Workshop

- What is Numbers?

- Why Use it?

- How to Set Up Numbers

- How to Create a Simple Document

- More Complex Numbers Options

Objective of Workshop

- Introduce everyone here to Numbers

- Show you how to set up & use
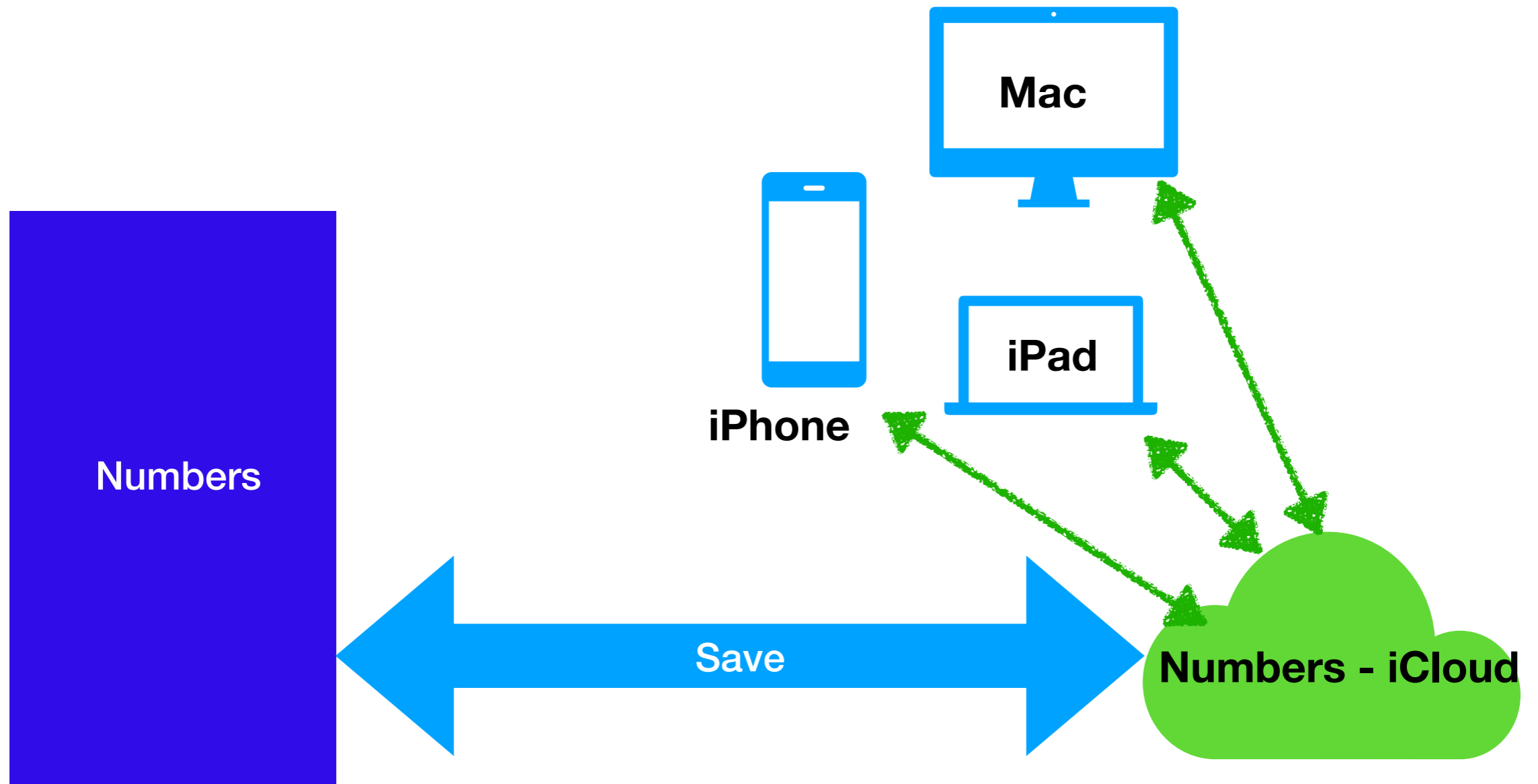
- Show you how to exchange with others

What is Numbers?

- Numbers is a free native app from Apple on most iPhones, iPads & Macs

- There are numerous spread sheet apps (Apple Numbers, Microsoft Excel , Google Sheets, etc.)
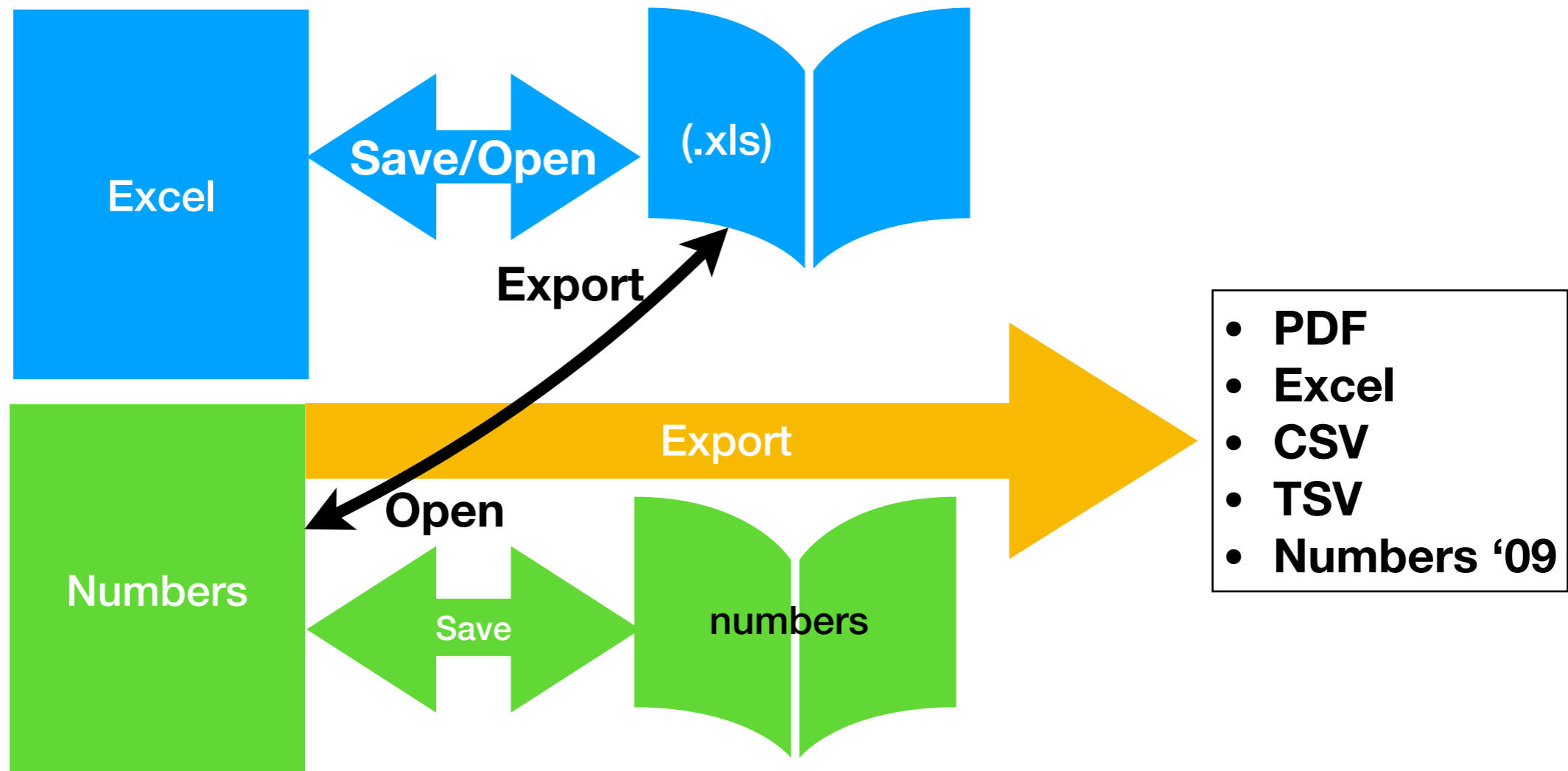
Why Use it?

- Comes free with Apple devices

- Easy to create a document

- Can be accessed on all your Apple devices

- Can be shared with others

Storage & Retrieval

Document Formats

Excel ◀ **Save/Open** ▶ (.xls)

Export

Numbers ◀ **Save** ▶ numbers

Open

Export →

- **PDF**
- **Excel**
- **CSV**
- **TSV**
- **Numbers '09**

How to Use

- Setup

- Open new document

- Enter basic data

- Adding charts, photos, graphs, etc.

- Exchanging with Others

References

- Copy of slides on HHICC web site

- https://support.apple.com, then Manuals then Numbers

- Go to Books app, Numbers User Guide for Mac