

# Pages, Numbers & Keynotes

---



*Or*



**Presenter - Jerry Rogan**



**An International  
Association of Technology  
& Computer User Groups**

# Which will you require?

***Let's take a look at your needs first.***















---

- If you are in the corporate world and require some of the very advanced features of the Microsoft Office applications, or your exchanging documents with coworkers frequently, the question is probably answered. However, since Apple applications can save documents in Office format, and you are using an Apple iPad or Macintosh, you'll certainly want to take a look at the Apple applications.
- If you use an iPhone, iPad or Macintosh, then Pages, Notes and Keynote are very capable applications and do offer many of the advanced features of Office.
- Unlike Office, Apple applications offer very uncluttered tool bars, but if you're used to Office, there may be a slight, but intuitive, learning curve.
- Again, the documents can be saved in Microsoft Office formats.

---

*I intentionally created this presentation with the Apple Keynote application, just to give you an idea of what can be done.*

# It also depends on your budget!

Office 365 Home	Office 365 Personal	Office Home & Student 2016 for Mac
\$79.99 (per year)	\$59.99 (per year)	\$119.99 (one-time purchase)
Office 365 Home	Office 365 Personal	Office Home & Student 2016 for Mac
<a href="#">Buy now</a>	<a href="#">Buy now</a>	<a href="#">Buy now</a>
<a href="#">Try for free</a>	<a href="#">Or buy for \$5.99 per month ↻</a>	
<a href="#">Or buy for \$7.99 per month ↻</a>		
Installed applications plus online storage and more for up to 5 users.	Installed applications plus online storage and more for 1 user.	Installed applications for 1 Mac.
<b>Office applications included</b>	<b>Office applications included</b>	<b>Office applications included</b>
 Word	 Word	 Word
 Excel	 Excel	 Excel
 PowerPoint	 PowerPoint	 PowerPoint
 OneNote	 OneNote	 OneNote
 Outlook	 Outlook	

# It also depends on your budget!

---

Apple applications are **FREE!**

**\$0.00**

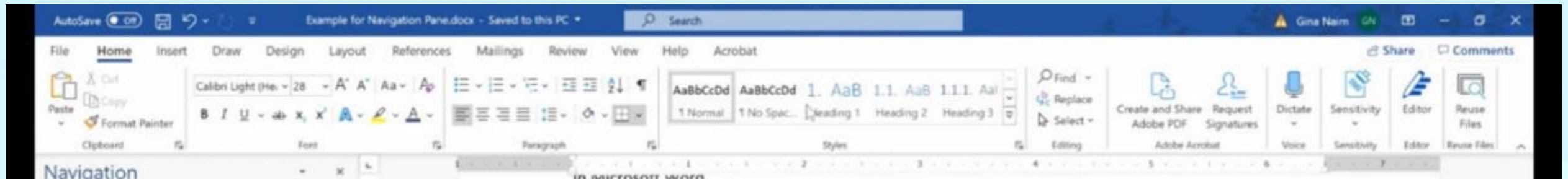


***If you're a frugal Senior like me, you'll like this price, especially when you're getting applications with tremendous capabilities.***

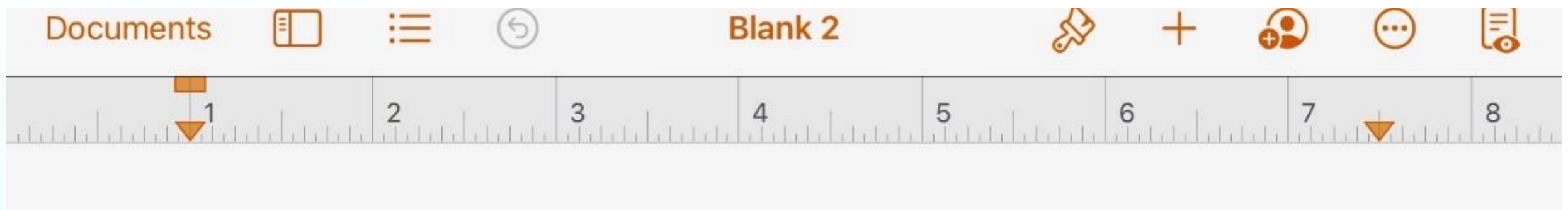
# But first, one more comparison to Office.

---

## Microsoft Word Toolbar



## Apple Pages Toolbar



*Now, for my old eyes, I know which I prefer, how about you?*



# So you want to create a new document? You must first choose a Template.

Cancel Choose a Template

### Reports

Essay Contemporary Report Academic Report Professional Report Term Paper School Report

### Books – Portrait

Content can reflow to accommodate different devices and orientations when exported to EPUB. Best for books containing primarily text.

Desert Dunes Eternity Memories of a Traveler

### Cards

Celebration Event Event Postcard Vertical

### Envelopes

Classic Envelope

### Business Cards

Cancel Choose a Template

### Books – Landscape

The layout of each page in your book will be maintained when exported to EPUB. Best for image-heavy or multi-column books. [See All](#)

Blank Book Basic Guide Book Training Book

### Letters

[See All](#)

### Certificates

Technical Certificate Classic Certificate

### Flyers & Posters

For Rent Flyer For Sale Flyer Tab Flyer Lost & Found Flyer Photo Poster Small Photo Poster Big Event Poster [See All](#)

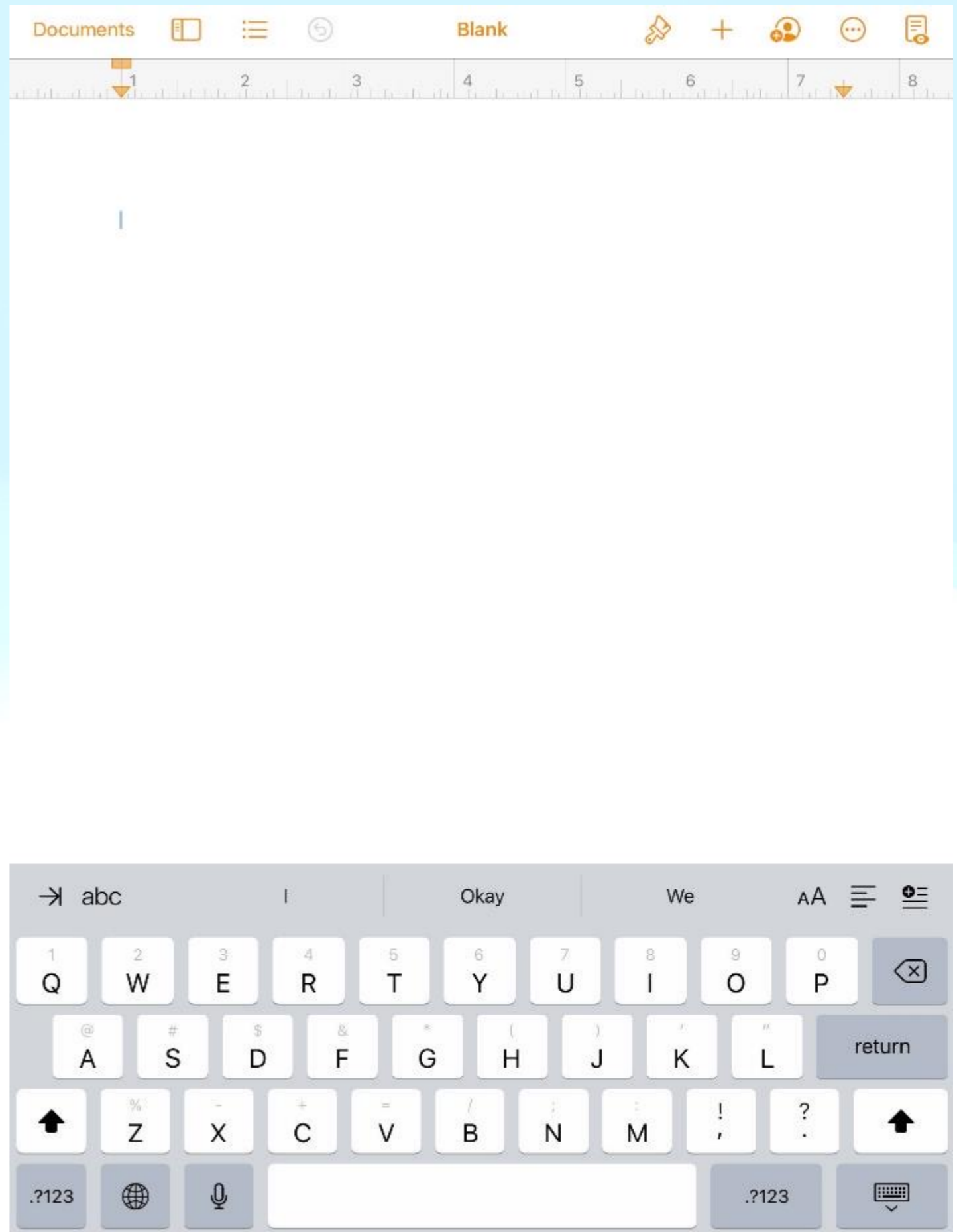
### Newsletters

Classic Newsletter Journal Newsletter Simple Newsletter Serif Newsletter School Newsletter

**Once you've chosen a template you can begin to enter your document info.**

---

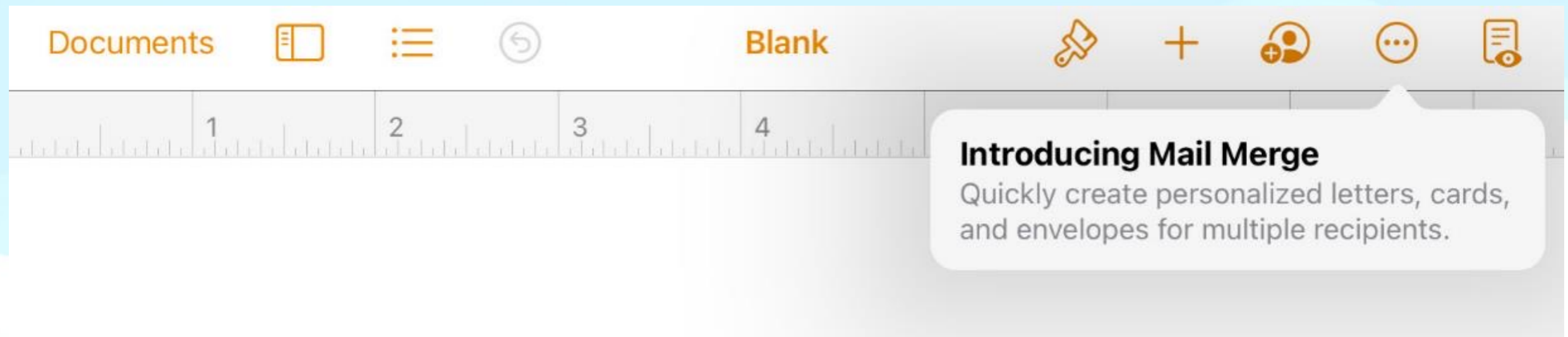
**As you can see, I've chosen a blank letter, as I do 90% of the time.**



# I also wanted to mention that Pages also has Mail Merge.

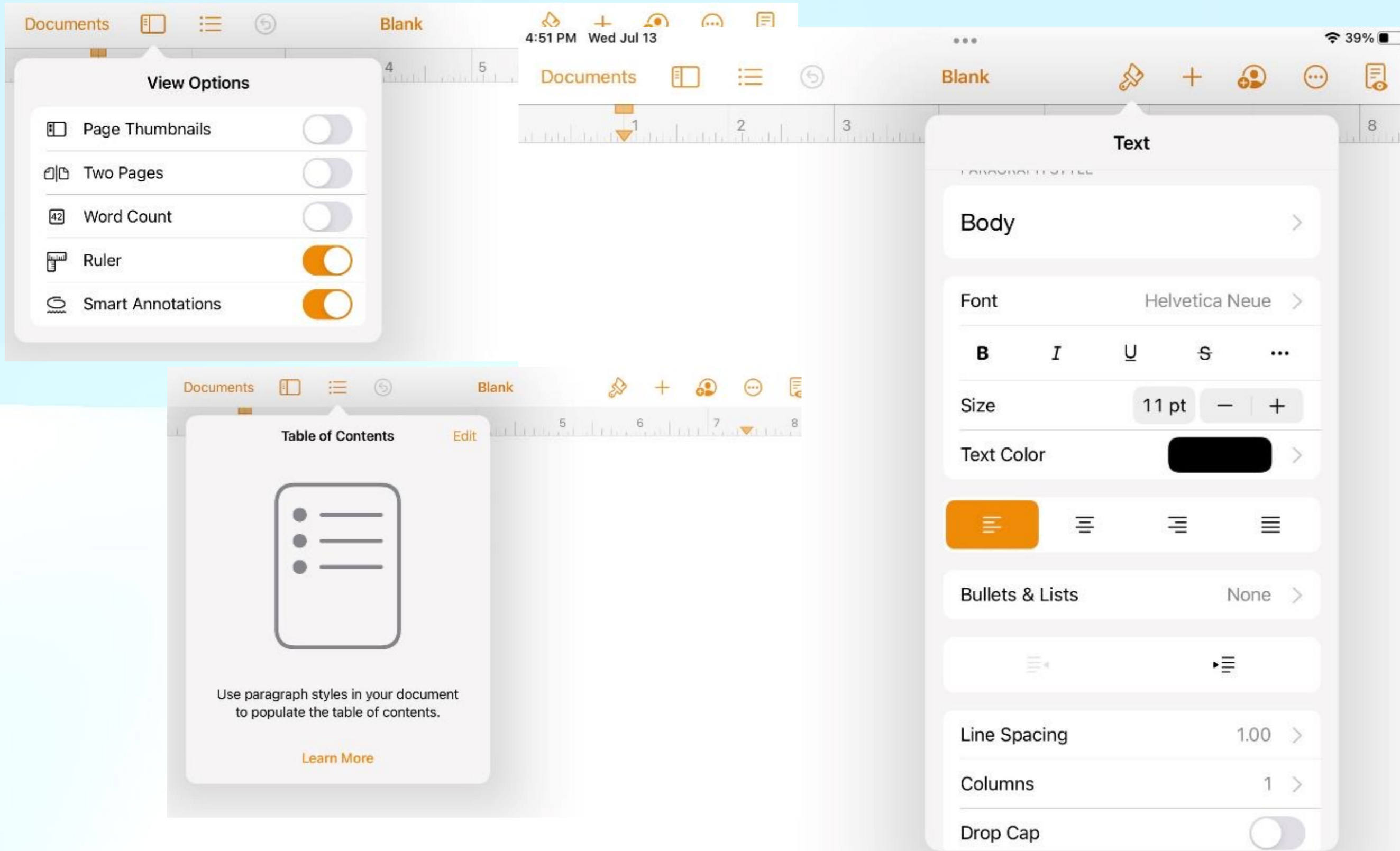
---

*Christmas Card lists, Sales Promotions, Newsletters, etc. are all now easy to handle.*



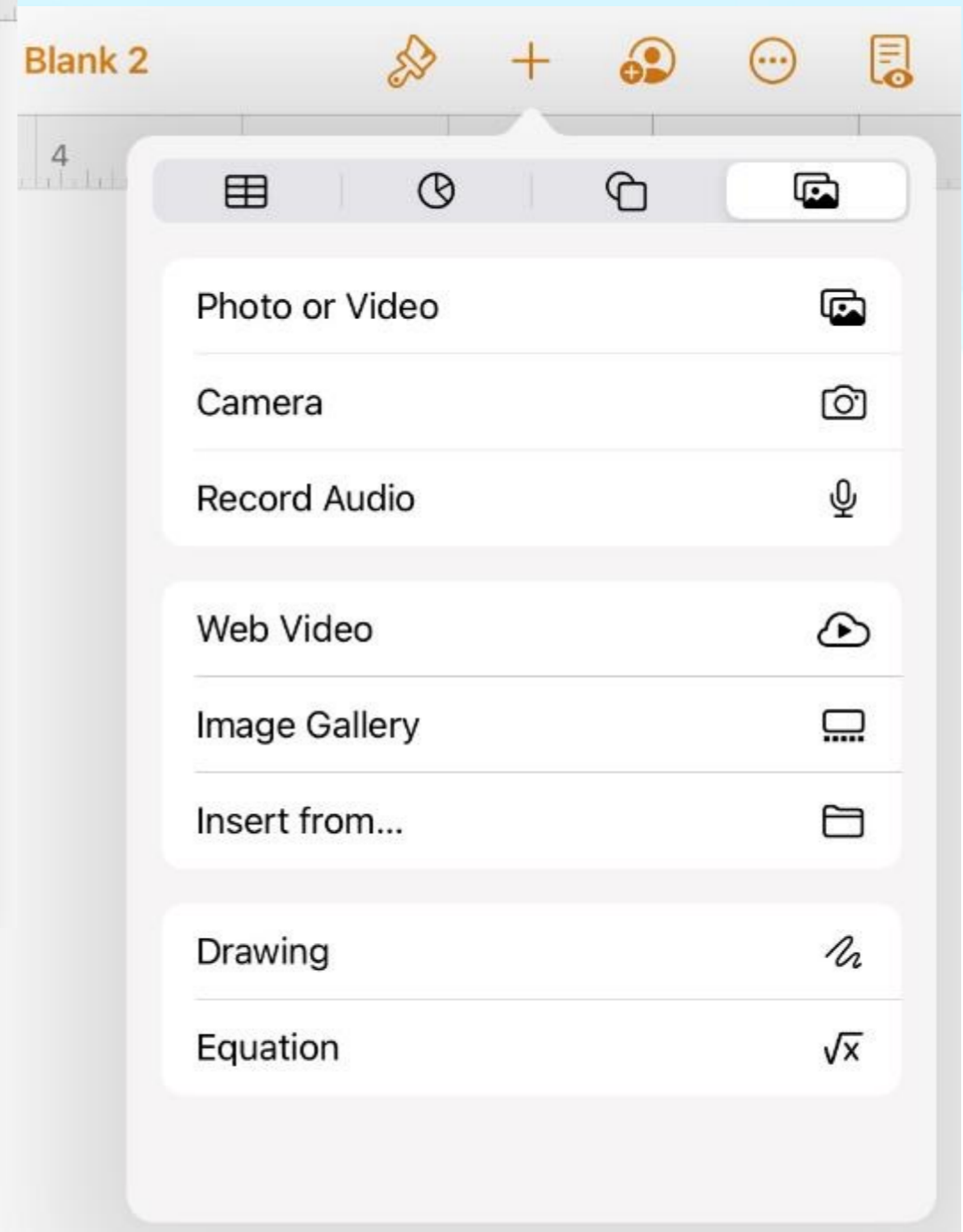
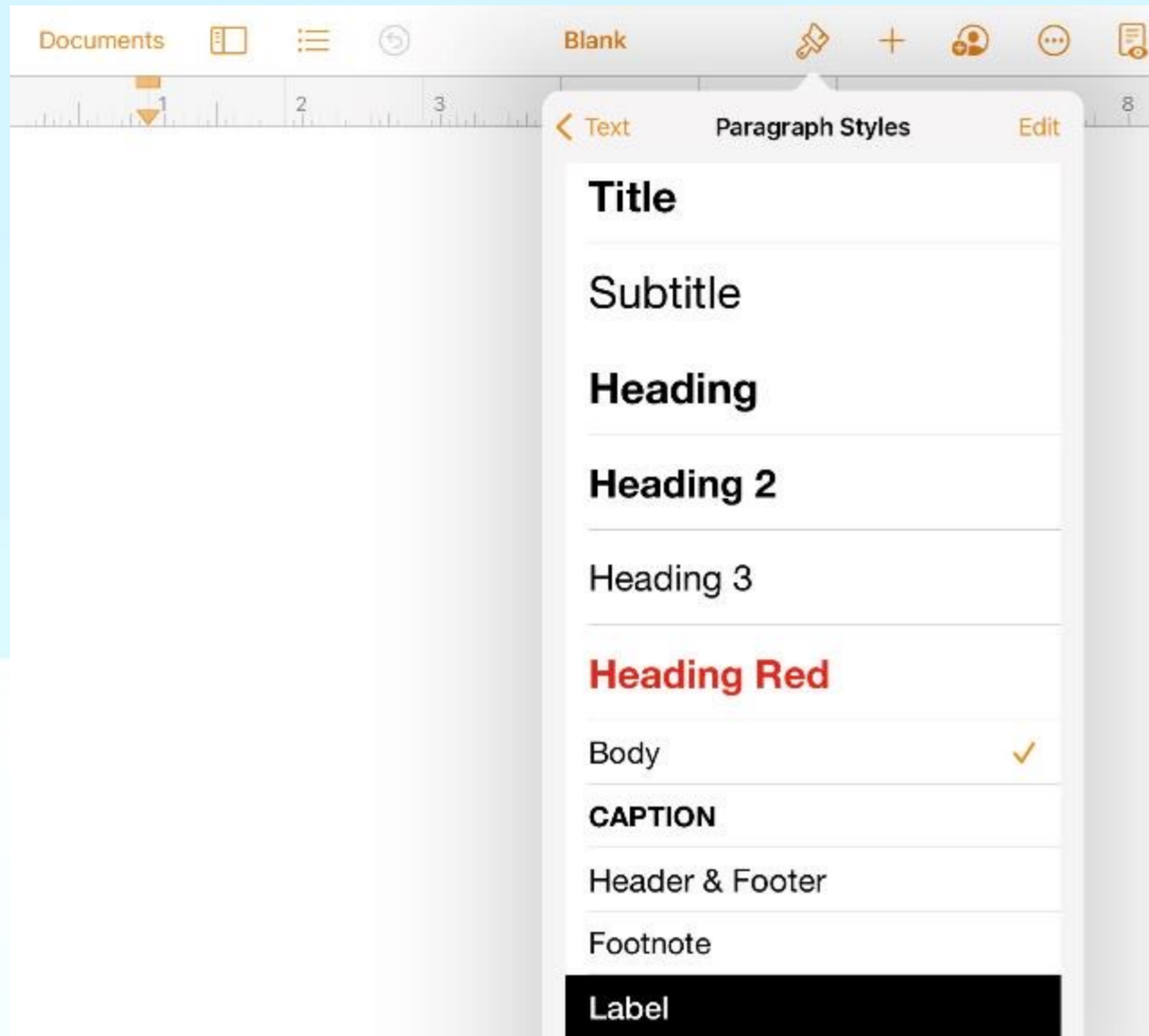


# Now let's take a look at some of the tools.



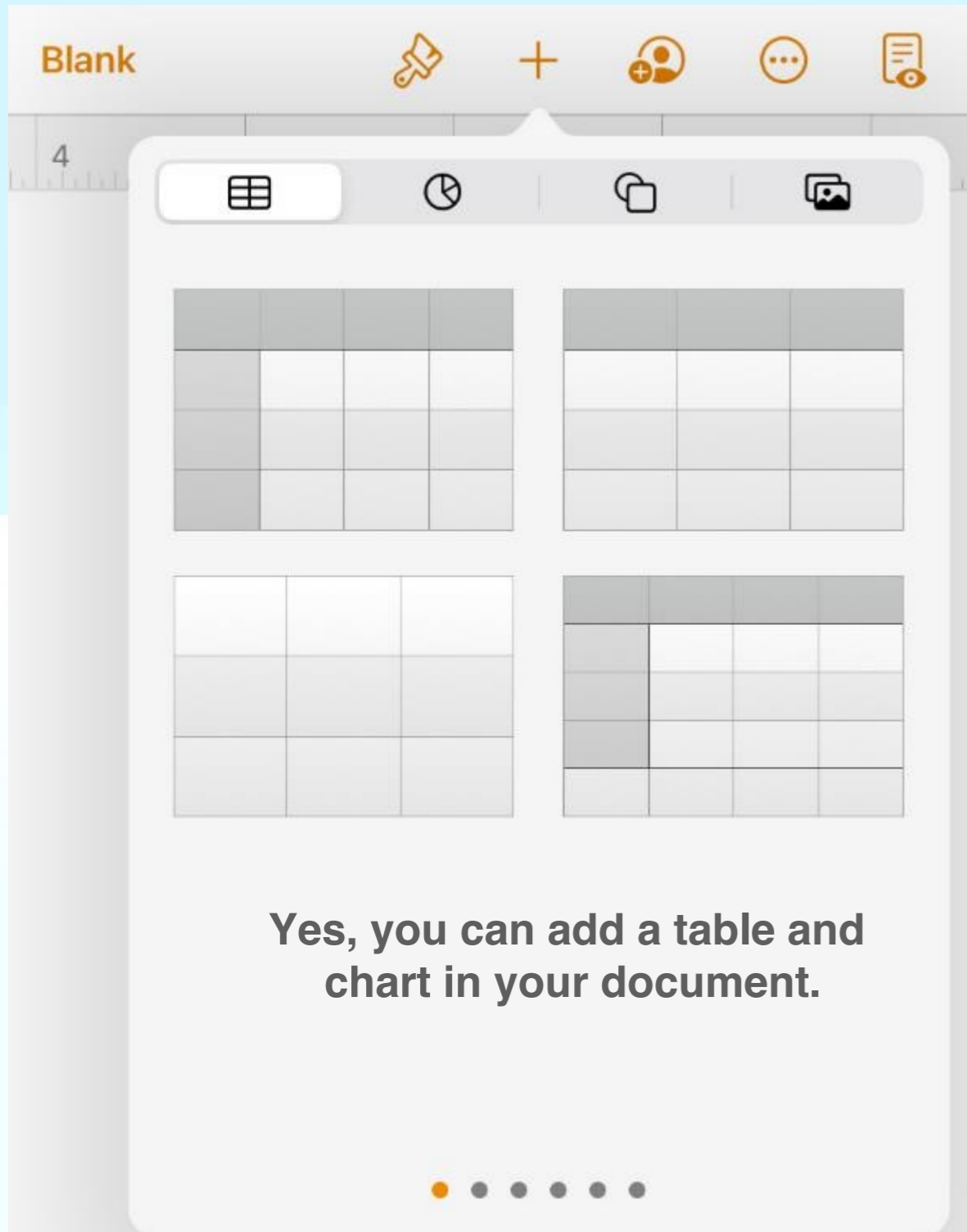
# and more tools...

---

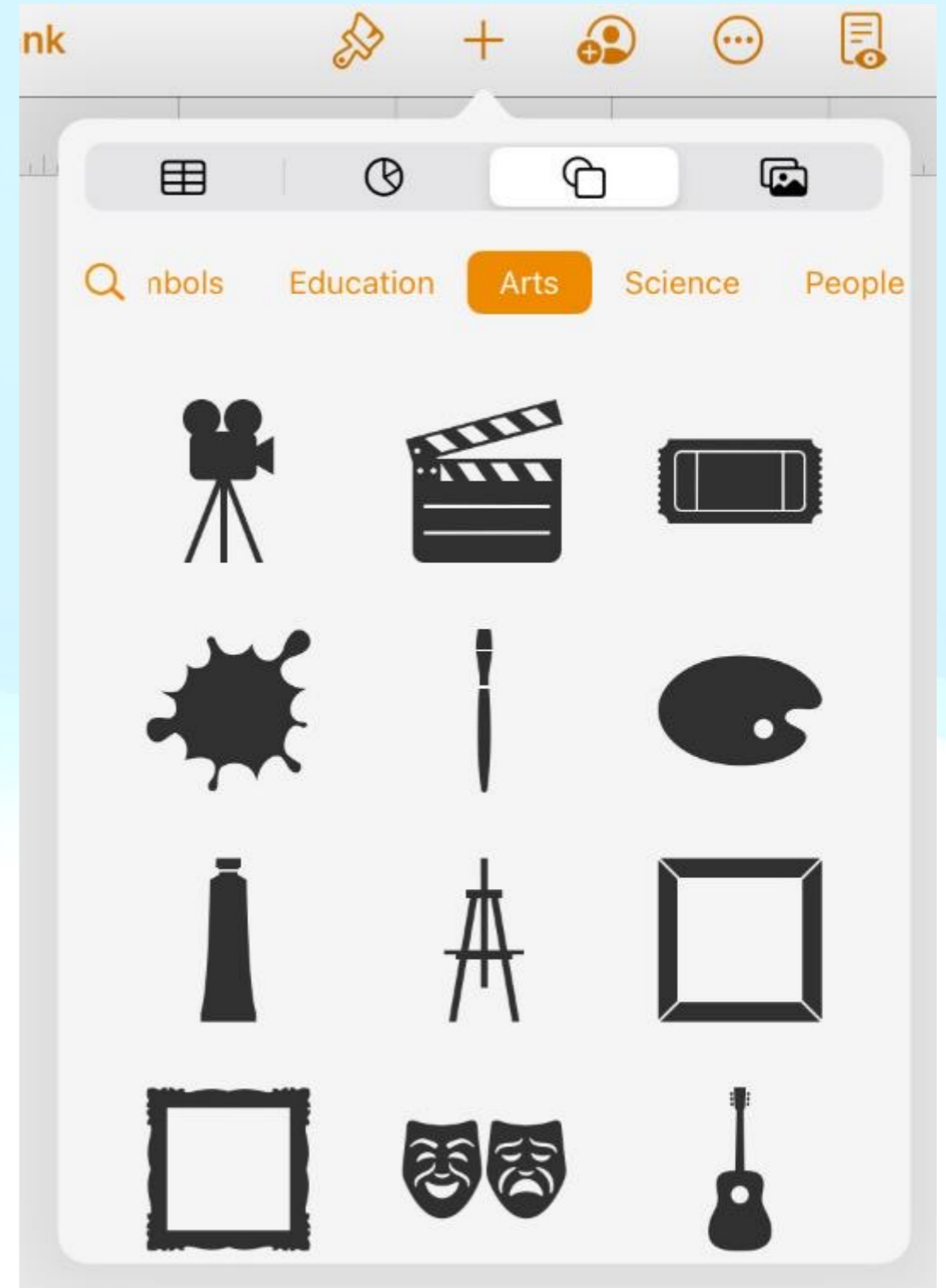


# even more tools...

---

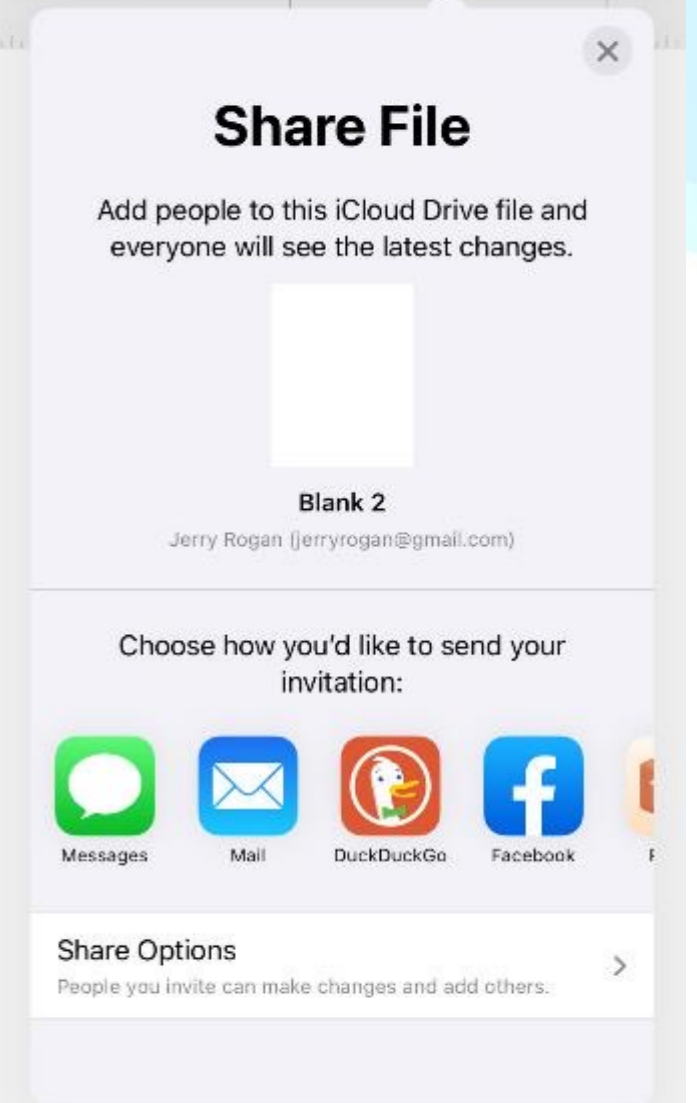
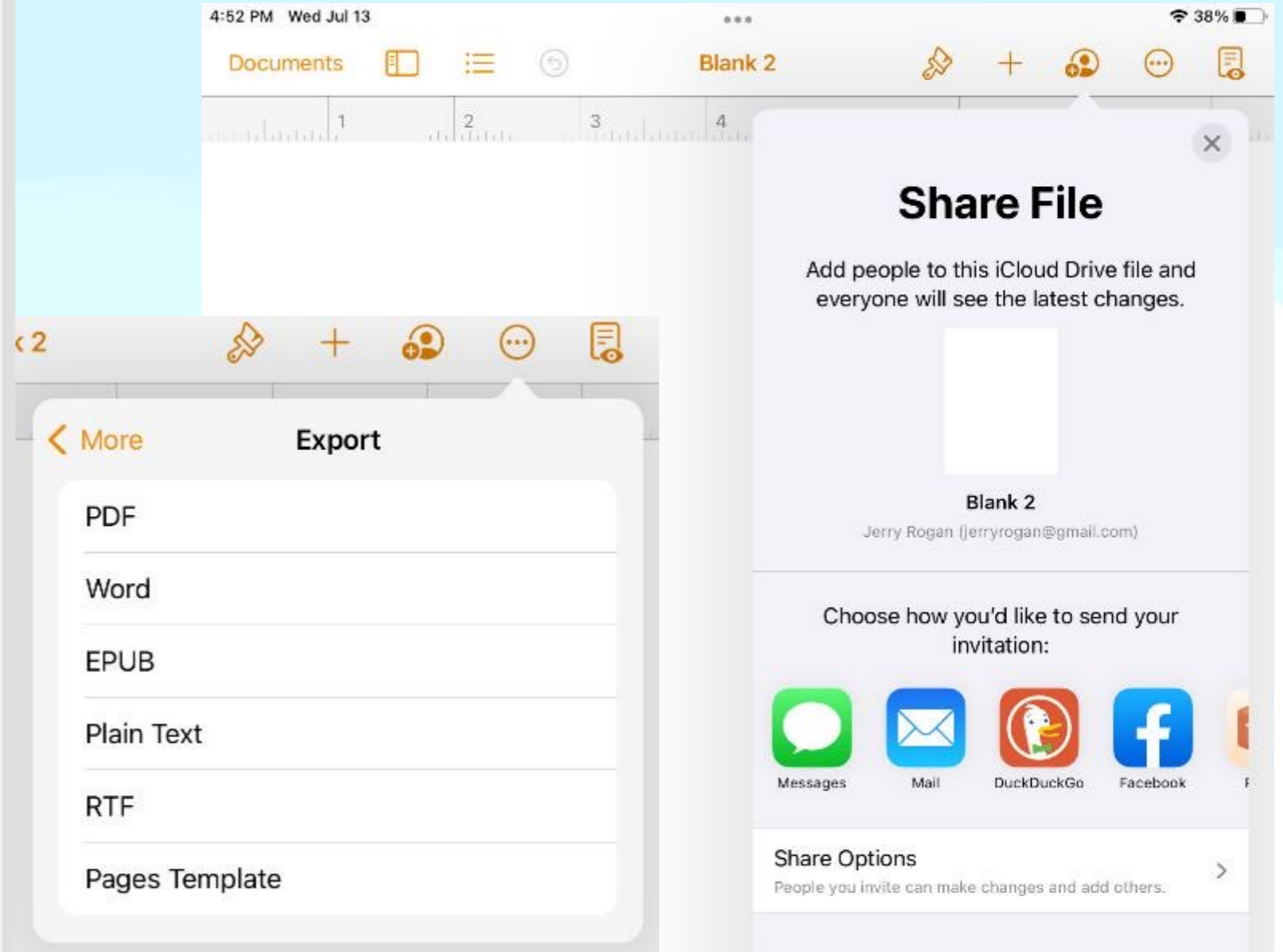
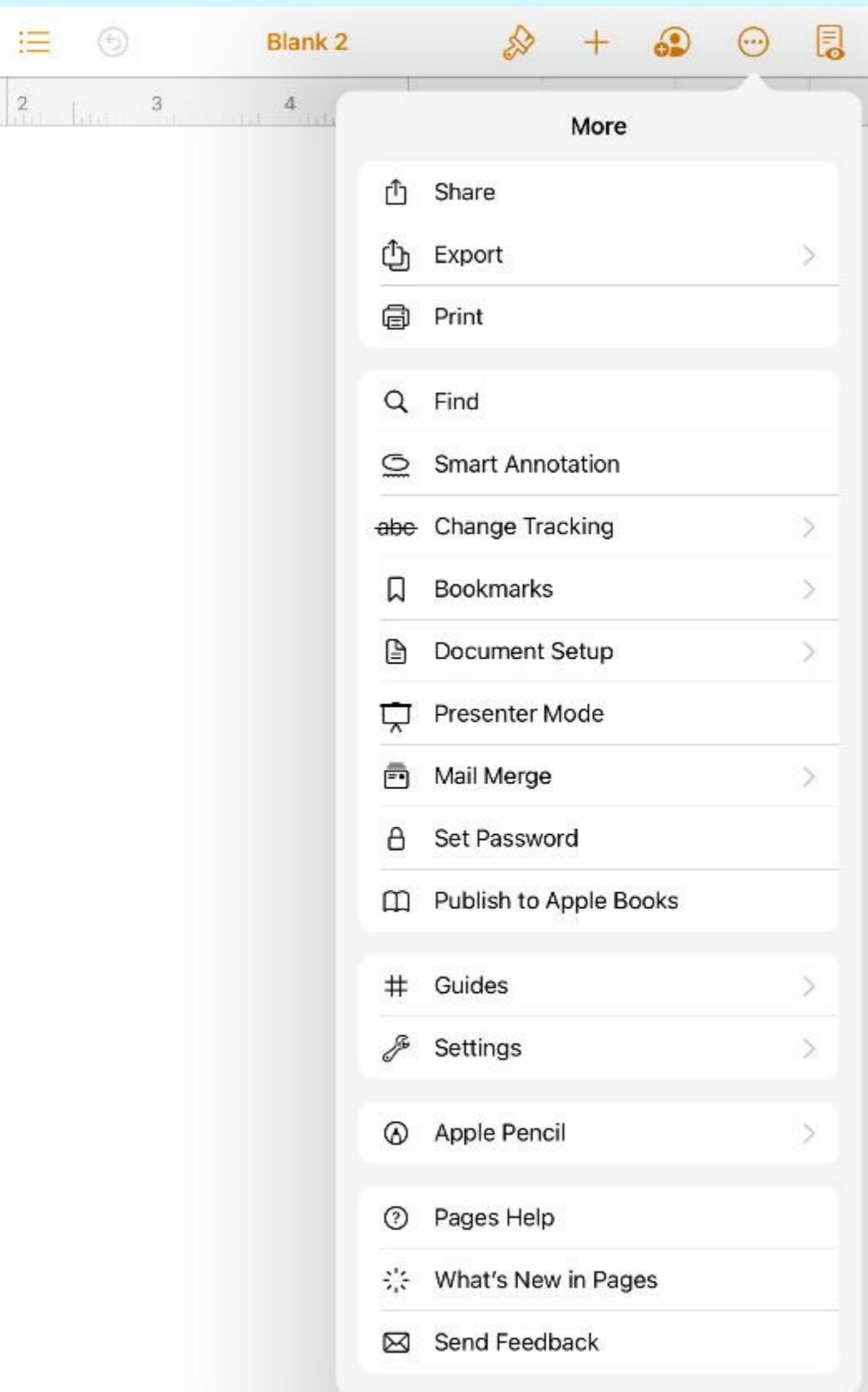


Yes, you can add a table and chart in your document.



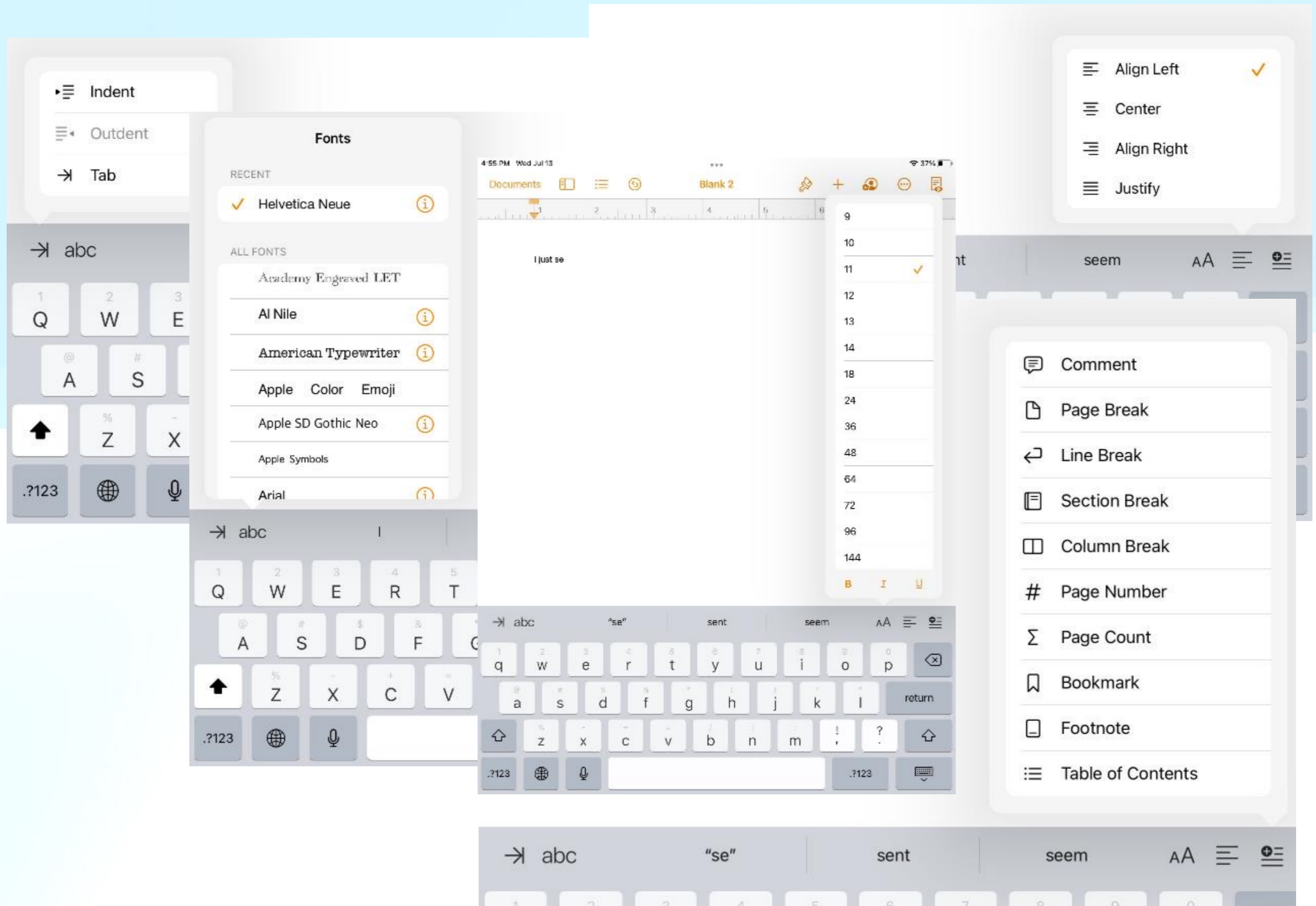
Want to include some symbols, you have an incredible selection to choose from.

# and just a few more...



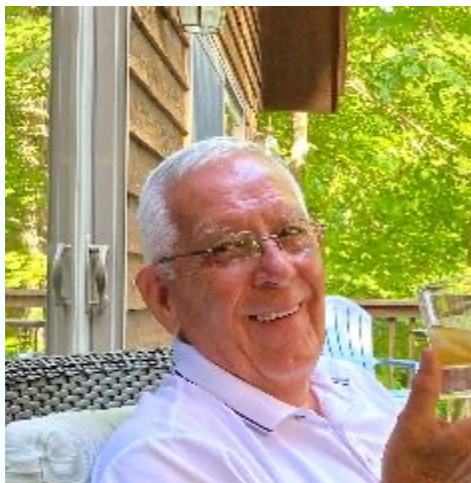


# Did you notice a few more tools above the keyboard?



# There's plenty of power in Pages.

This power allows you to complete your everyday projects like letters, envelopes, newsletters, etc.



Before we move on, if you have any questions, please use [Chat](#) and we'll address them shortly.

*Now we'll take a very quick look at  
Numbers.*

# Microsoft Excel vs. Apple Numbers

---

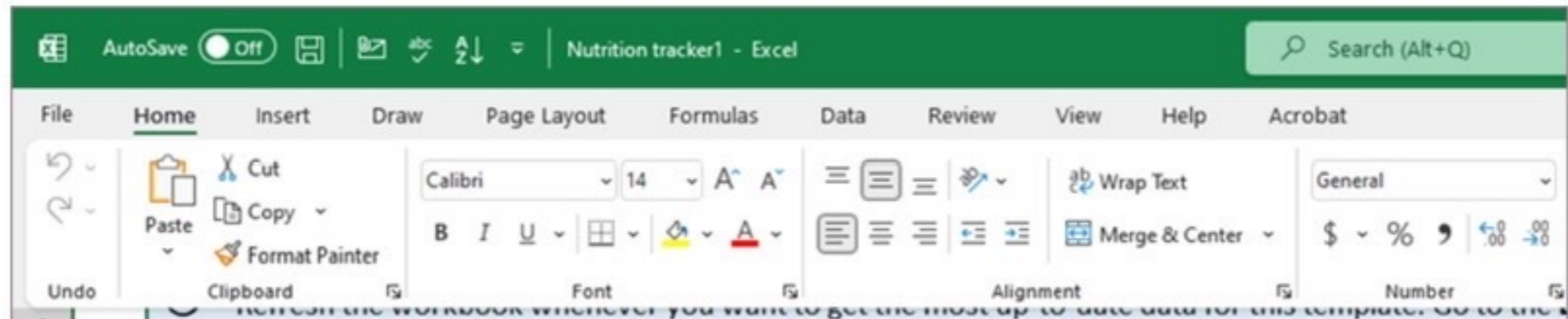
- The differences between Word and Pages are somewhat significant, but both pretty much accomplish the same thing. I can't really say the same thing about Excel and Numbers. Each has its own strong suit.
- If you are working with extremely large spreadsheets in the corporate world, Excel would clearly be the software of choice. An example would be that Excel has over 400 functions spread across 11 categories, while Numbers only has over 242 in 10 categories. Not a huge deal, unless you are that large corporate user.
- If you use spreadsheets for personal, or small to mid-sized businesses, and strong graphics are important to you, Numbers may well be your choice.

***All of that said, let's take a look at Numbers.***

# But first, one more comparison to Excel.

---

## Microsoft Excel Toolbar



## Apple Numbers Toolbar



*Again, for my old eyes, I know which I prefer.*




# So you want to create a new Spreadsheet?

Numbers has many more Templates than Excel.


## Choose a Template

Recents Basic Personal Finance Personal Business Education


### Recents



Simple Budget

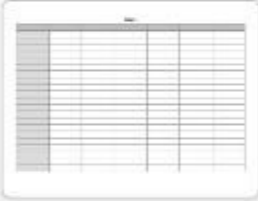


Financials

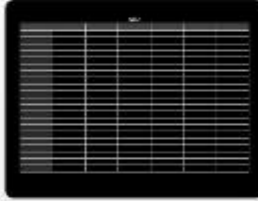


Blank

### Basic



Blank



Blank Black

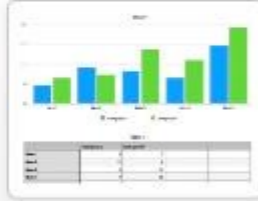




Table and Chart




Pivot Table Basics

[See All](#)


### Personal Finance




Simple Budget




Personal Budget



Personal Savings




My Stocks




Shared Expense

[See All](#)


### Personal




Calendar




Schedule



Running Log




Home Improvement




Team Organization

[See All](#)


### Business




Employee Schedule




Invoice



Return on Investment




Financials




Break-Even Analysis

[See All](#)


### Education



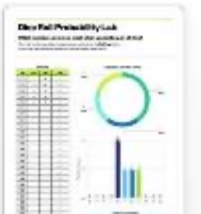
Attendance Sheet




Work Book



GPA Calculator



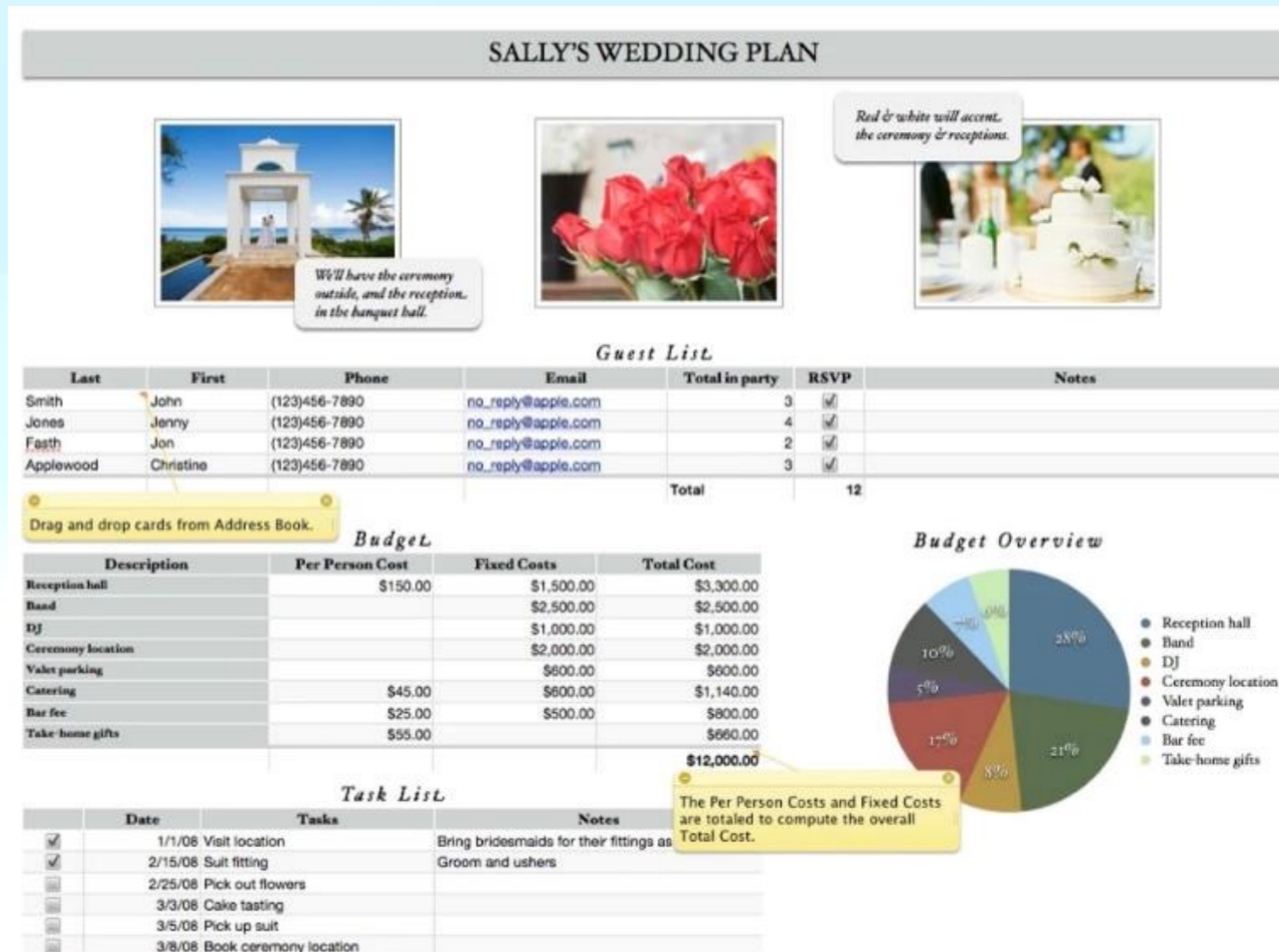
Class Fee Probability Lock



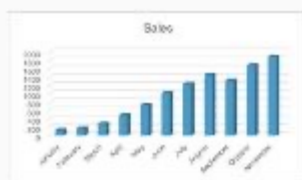
Calculator Project

[See All](#)

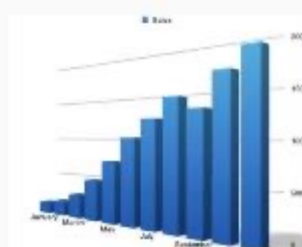
# And just a look at Numbers strong graphics capability.



3D Chart in Microsoft Excel



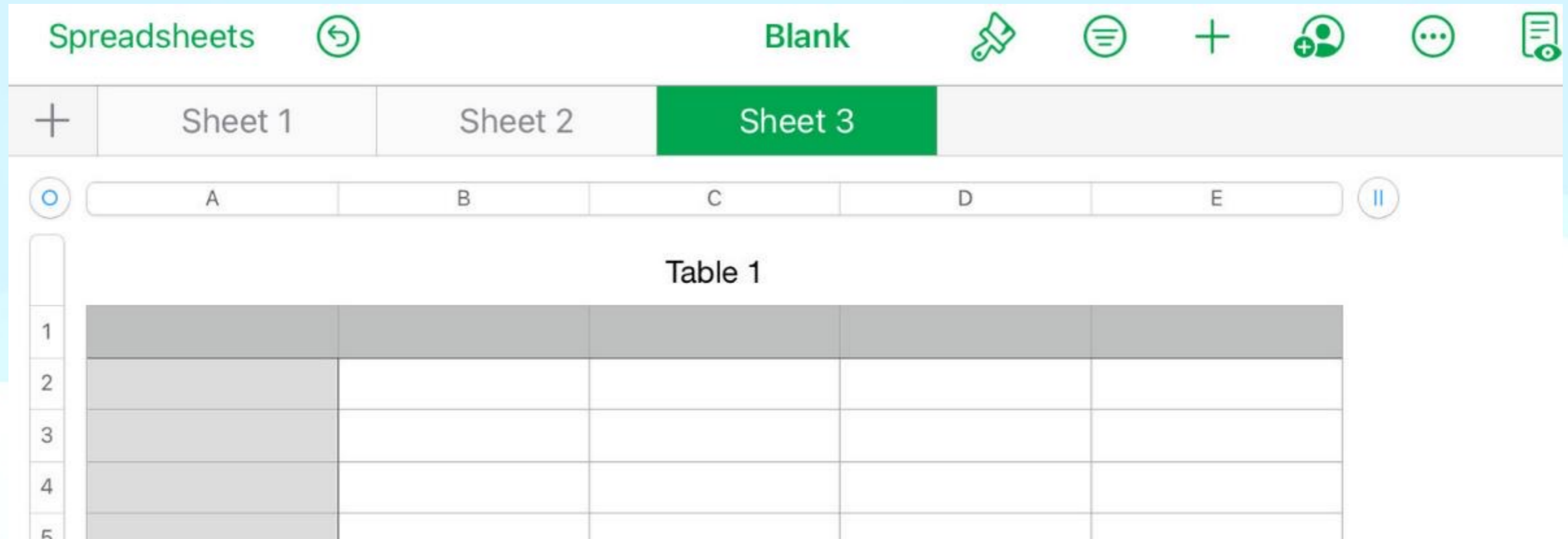
3D Chart in Numbers



# So, here we go with a blank spreadsheet...

---

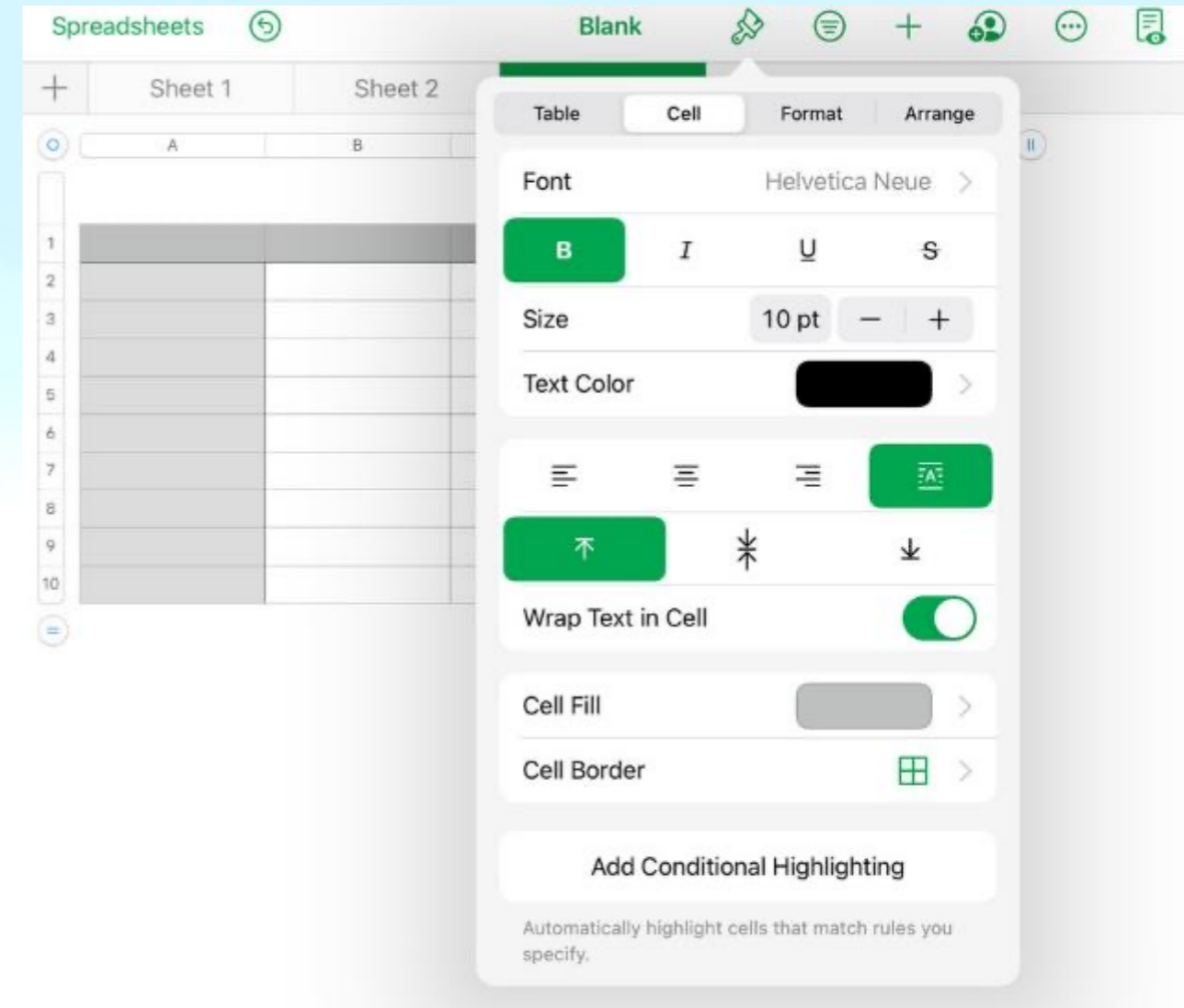
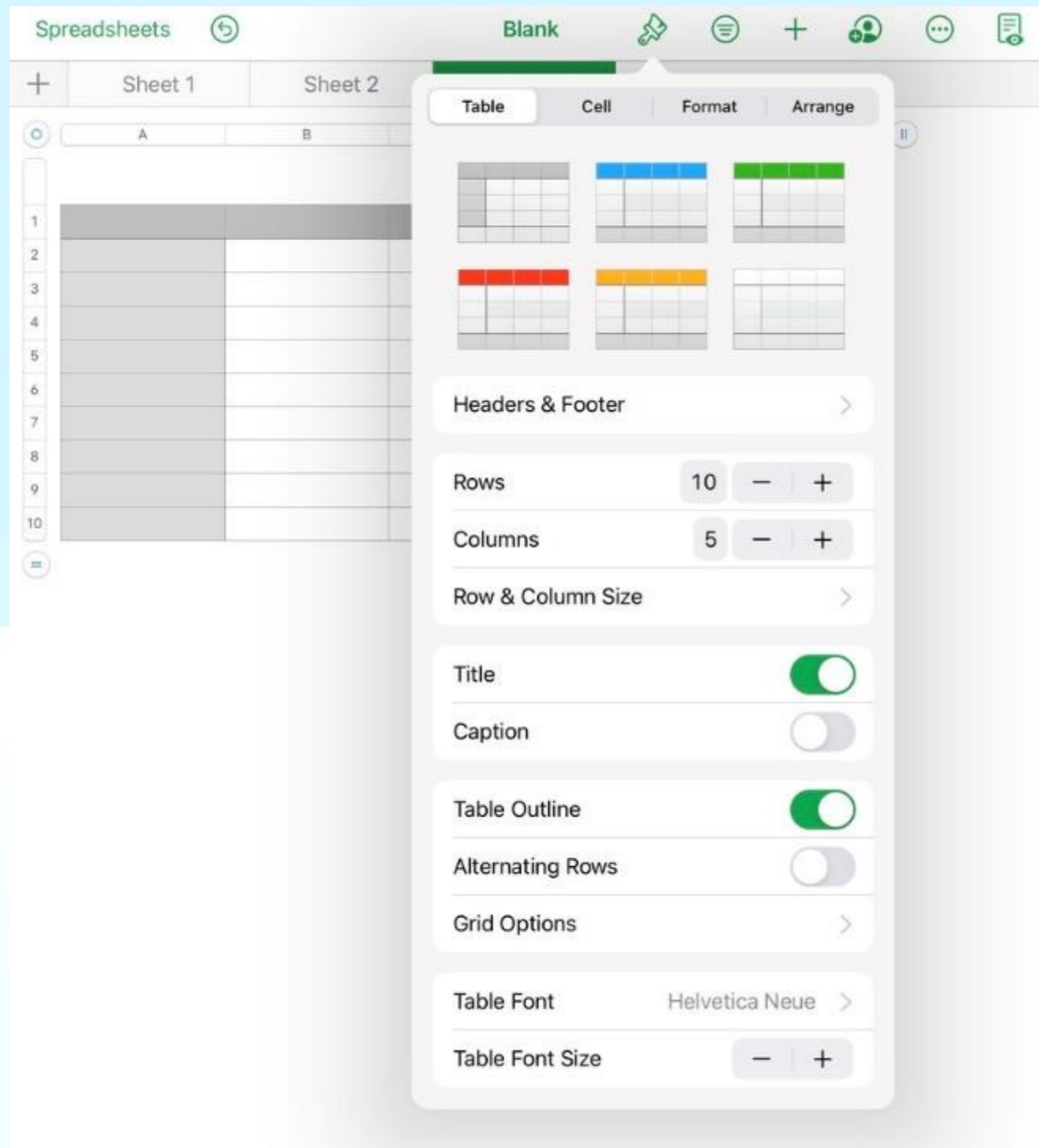
I'll take this opportunity to tell you that the screen images I've used in this presentation are all from an Apple iPad. If you use a Macintosh laptop, the toolbar will look a little different, but still very intuitive,



*Of course you can also have more than one Sheet per Spreadsheet*

# Similar to Pages, this tool has many functions.

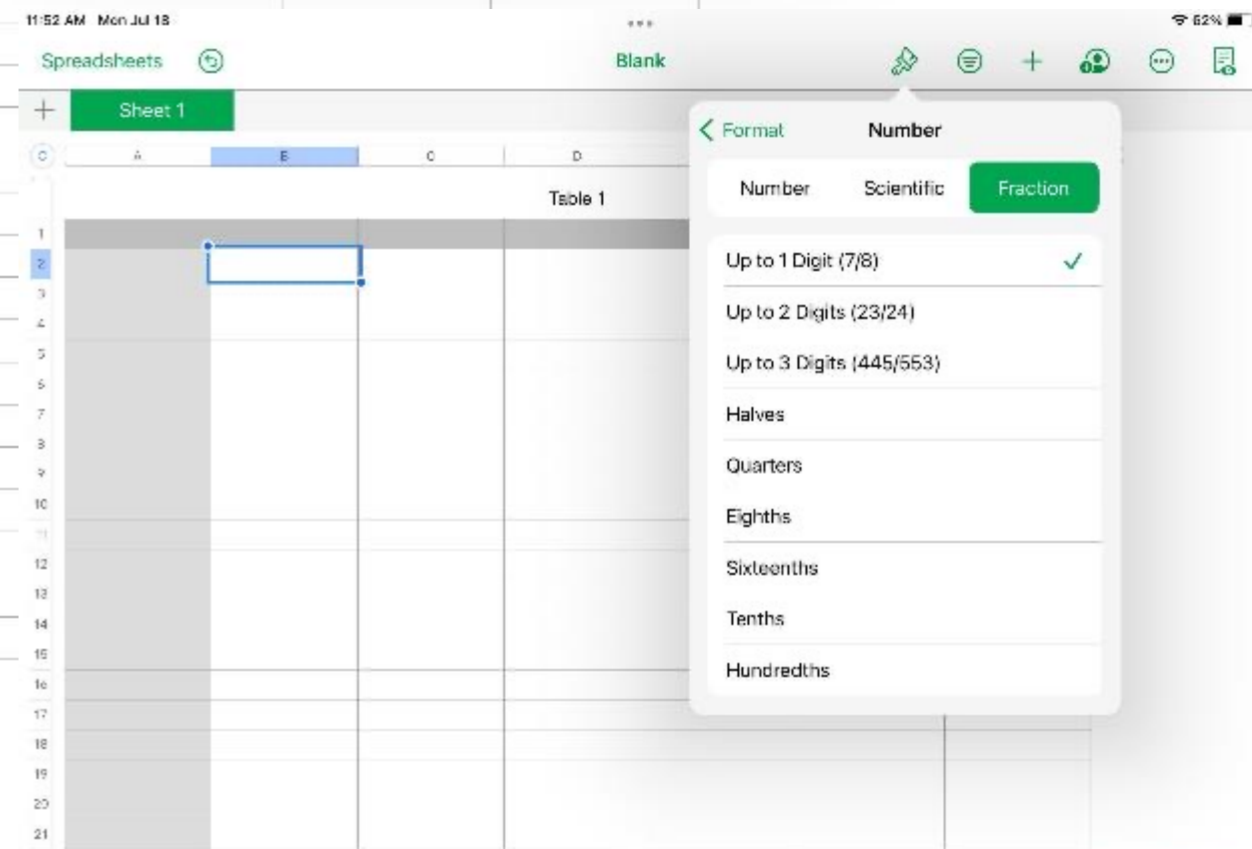
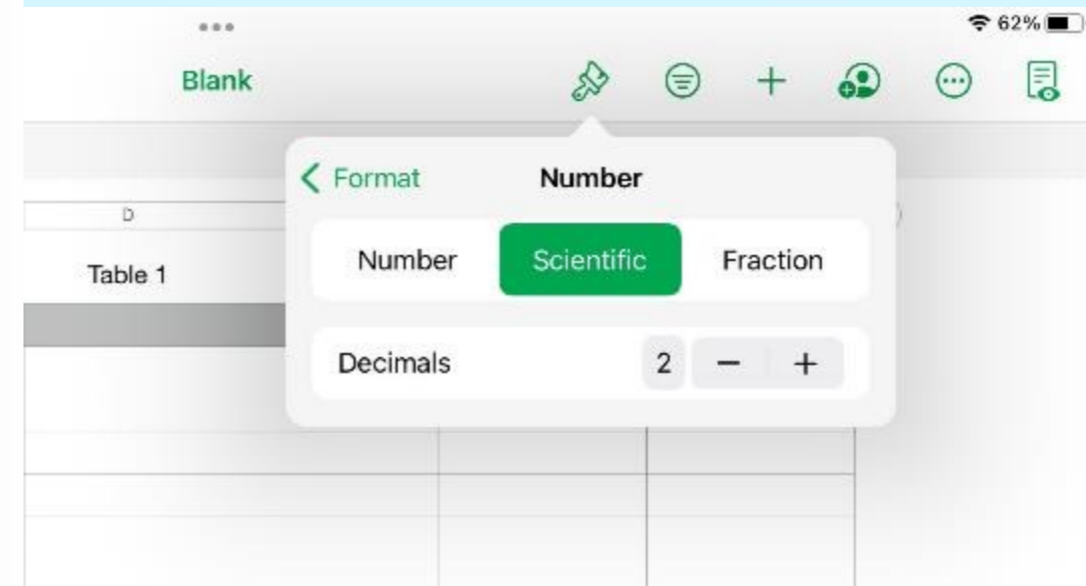
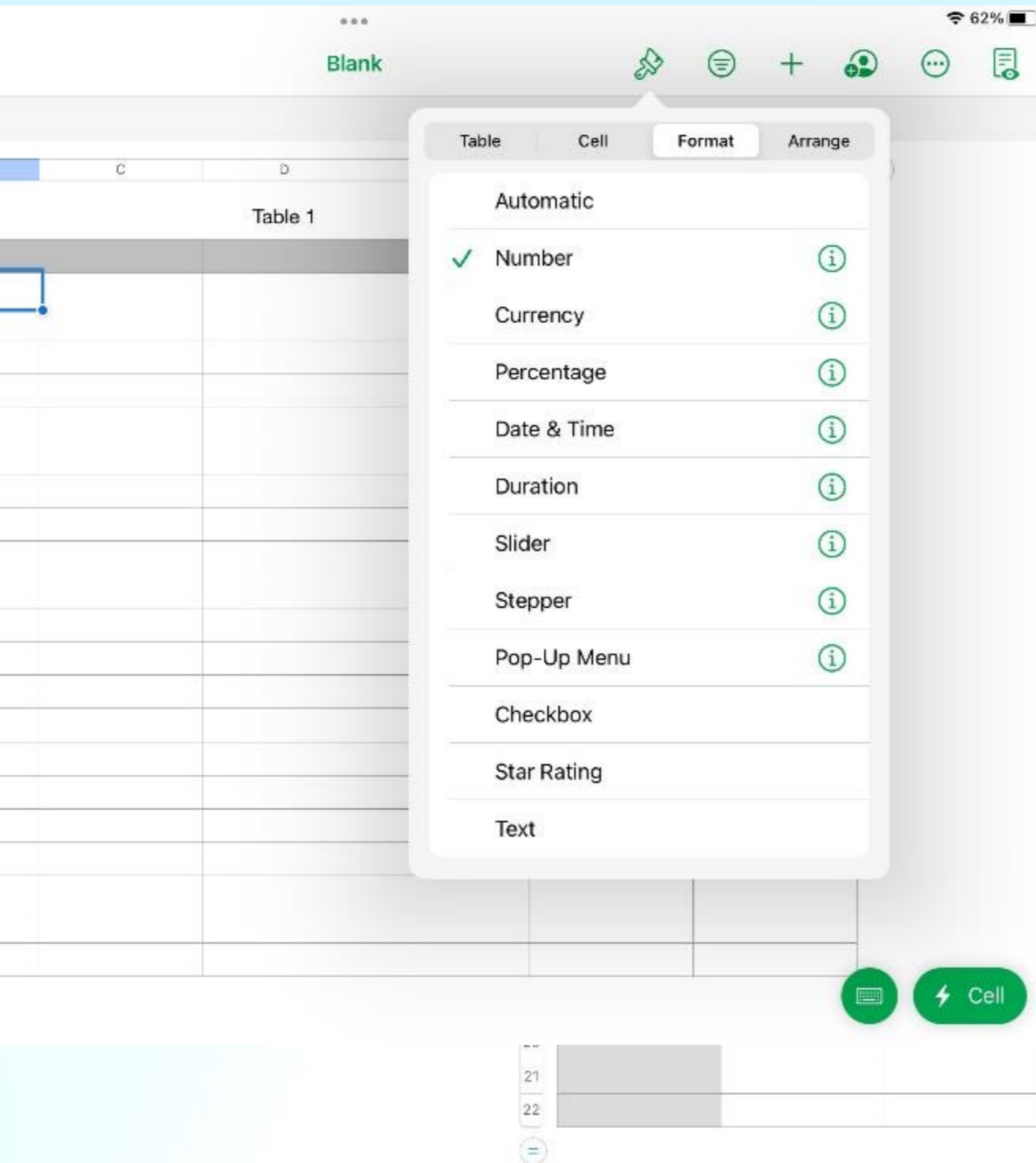
---



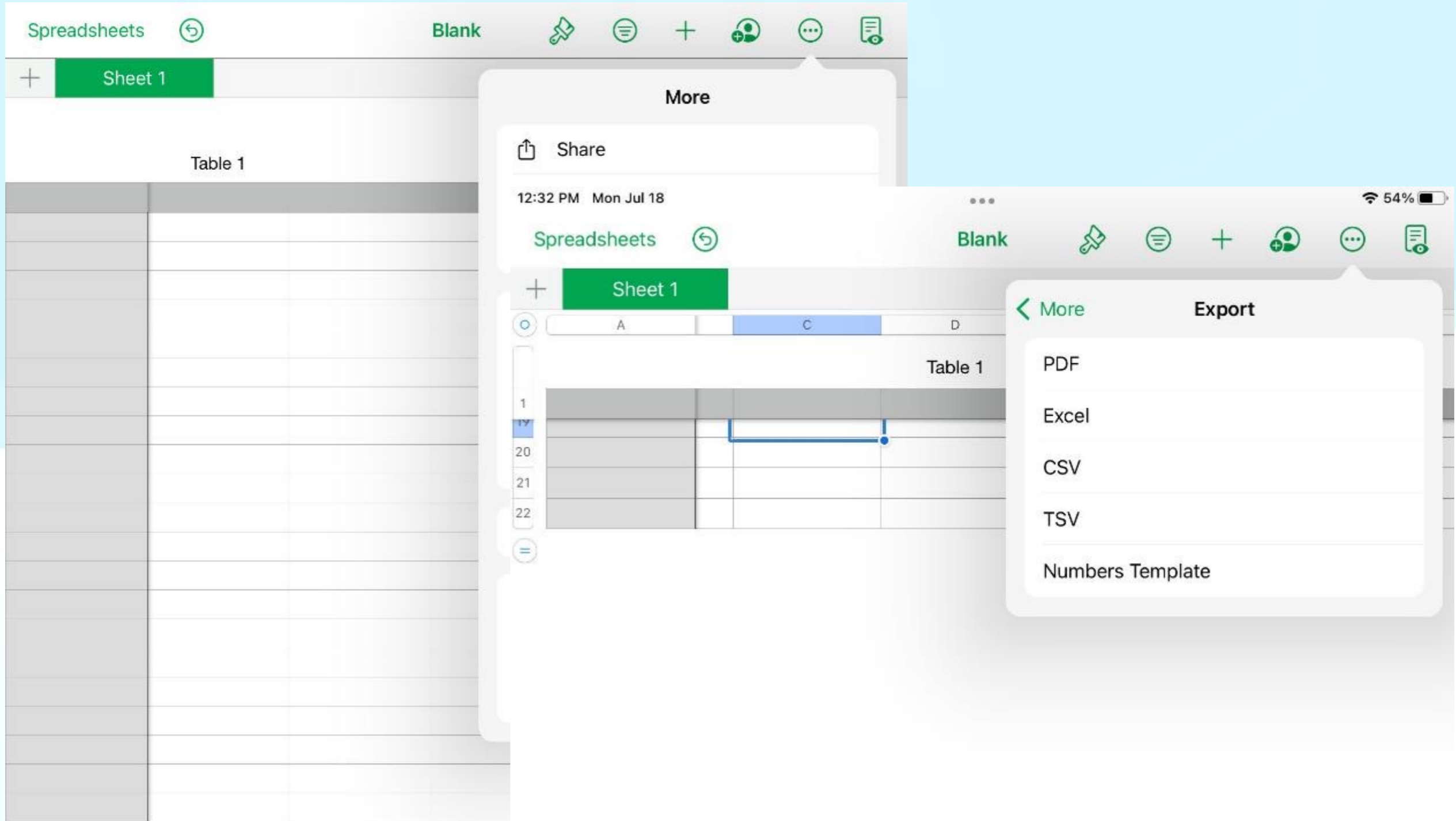


# Similar to Pages, this tool has many functions.

---



# Similar to Pages, this tool has many functions.



# One more handy tool, bottom right corner.



A screenshot of a spreadsheet application interface. The spreadsheet is titled "Sheet 1" and contains a table named "Table 1" starting from row 1. Cell B2 is selected, and a context menu is open over it. The menu includes options for "B2", "INSERT" (Current Date, Current Time, New Formula, Stock Quote), "Add Comment", "Create Pivot Table", and "Copy Snapshot". At the bottom of the menu, there are "QUICK FORMULAS" for "Sum" and "Average". A "Cell" button with a lightning bolt icon is visible at the bottom right of the menu.

# Ease of entering Formulas.

	A	B	C	Budget	Actual	E
	Summary by Category					
1	Category	Budget	Actual	Difference		
2	Auto	\$200.00	\$90.00	\$110.00		
3	Entertainment	\$200.00	\$32.00	\$168.00		
4	Food	\$350.00	\$205.75	\$144.25		
5	Home	\$300.00	\$250.00	\$50.00		
6	Medical	\$100.00	\$35.00	\$65.00		
7	Personal Items	\$300.00	\$80.00	\$220.00		
8	Travel	\$500.00	\$350.00	\$150.00		
9	Utilities	\$200.00	\$100.00	\$100.00		
10	Other	\$50.00	\$60.00	(\$10.00)		
11			\$0.00	\$0.00		
12	<b>Total</b>	<b>\$2,200.00</b>	<b>\$1,202.75</b>	<b>\$997.25</b>		

🗑️ Budget Medical ▲ - Actual Medical ▲

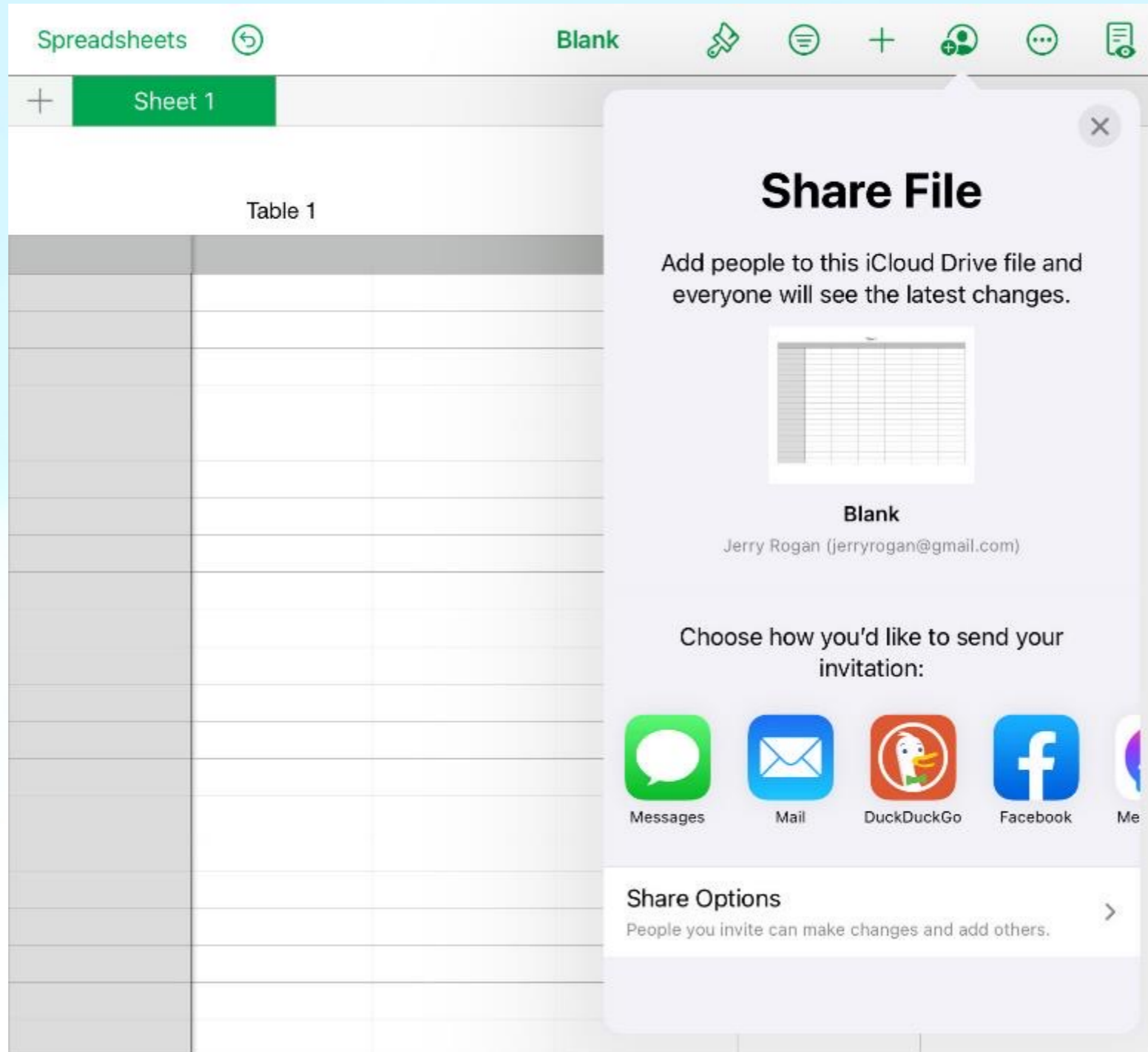
→  $f_x$  + - × ÷ ( ) \$ : "te

1 2 3 4 5 6 7



# And of course, files can be shared.

---



# Spreadsheets can have many uses.

Spreadsheets Financials

+ Balance Sheet Income Cash Flows

## Balance Sheet

US-GAAP

Assets

	Q1	Q2	Q3	Q4
<b>Assets:</b>	Sum:	Sum:	Sum:	Sum:
▼ <b>Current Assets</b>	\$0	\$0	\$0	\$0
Cash				
Accounts Receivable				
Doubtful Accounts				
Inventory				
Temporary Investments				
Prepaid Expenses				
Other Current Assets				
▼ <b>Fixed Assets</b>	\$0	\$0	\$0	\$0
Long Term Investments				
Land				
Buildings				
Accumulated Depreciation				
Property, Plant and Equipment				
Accumulated Depreciation				
<b>Total Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Liabilities and Shareholders' Equity

	Q1	Q2	Q3	Q4
<b>Liabilities and Shareholders' Equity:</b>	Sum:	Sum:	Sum:	Sum:
▼ <b>Current Liabilities</b>	\$0	\$0	\$0	\$0
Accounts Payable				
Short Term Notes				
Current Portion of Long Term Notes				
Interest Payable				
Taxes Payable				
Accrued Payroll				
Other Current Liabilities				
▼ <b>Long Term Liabilities</b>	\$0	\$0	\$0	\$0
Long Term Debt				
Deferred Income Taxes				
Other Long Term Liabilities				
▼ <b>Shareholders' Equity</b>	\$0	\$0	\$0	\$0
Capital Stock				
Additional Paid in Capital				
Retained Earnings				
<b>Total Liabilities and Equity</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Spreadsheets Home Improvement

+ Project Budget Costs Products To-Do List Contact List

## REMODEL - PROJECT BUDGET

### PROJECT BREAKDOWN

Description	Budget	Actual	Difference
Kitchen	\$20,000	\$12,000	-\$8,000
Bathroom 1	\$7,000	\$4,000	-\$3,000
Bathroom 2	\$5,000	\$4,500	-\$500
Exterior	\$3,000	\$5,130	\$2,130
Landscaping	\$4,000	\$7,400	\$3,400
Other	\$0	\$0	\$0
<b>Total</b>	<b>\$39,000</b>	<b>\$33,030</b>	<b>-\$5,970</b>

### SUMMARY

Category	Value
Budget	\$39,000
Actual	\$33,030

### ACTUAL COSTS

Category	Percentage
Kitchen	36%
Landscaping	22%
Exterior	16%
Bathroom 1	12%
Bathroom 2	14%
Other	0%

# So, as you can see, there's plenty of power in Numbers.

---



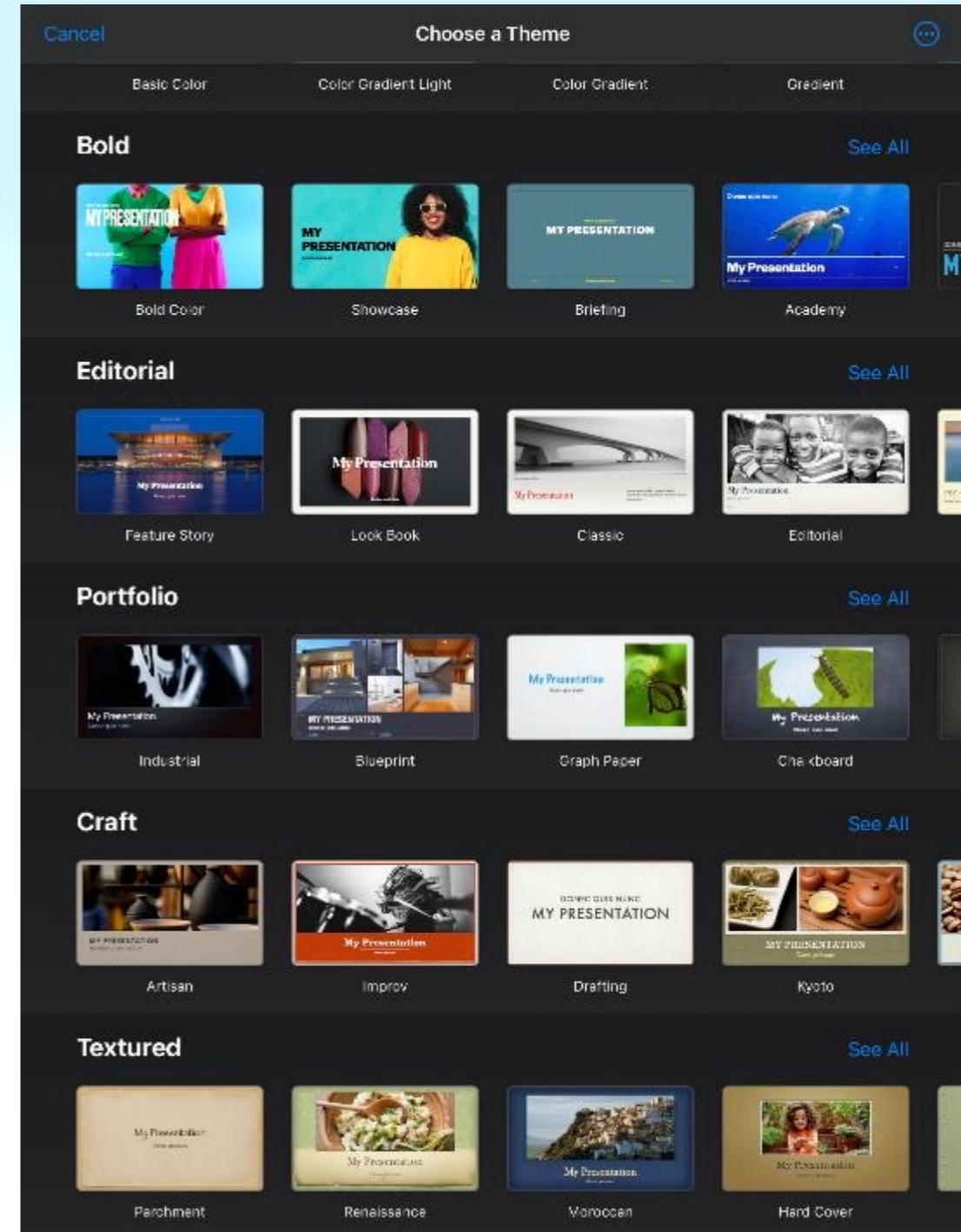
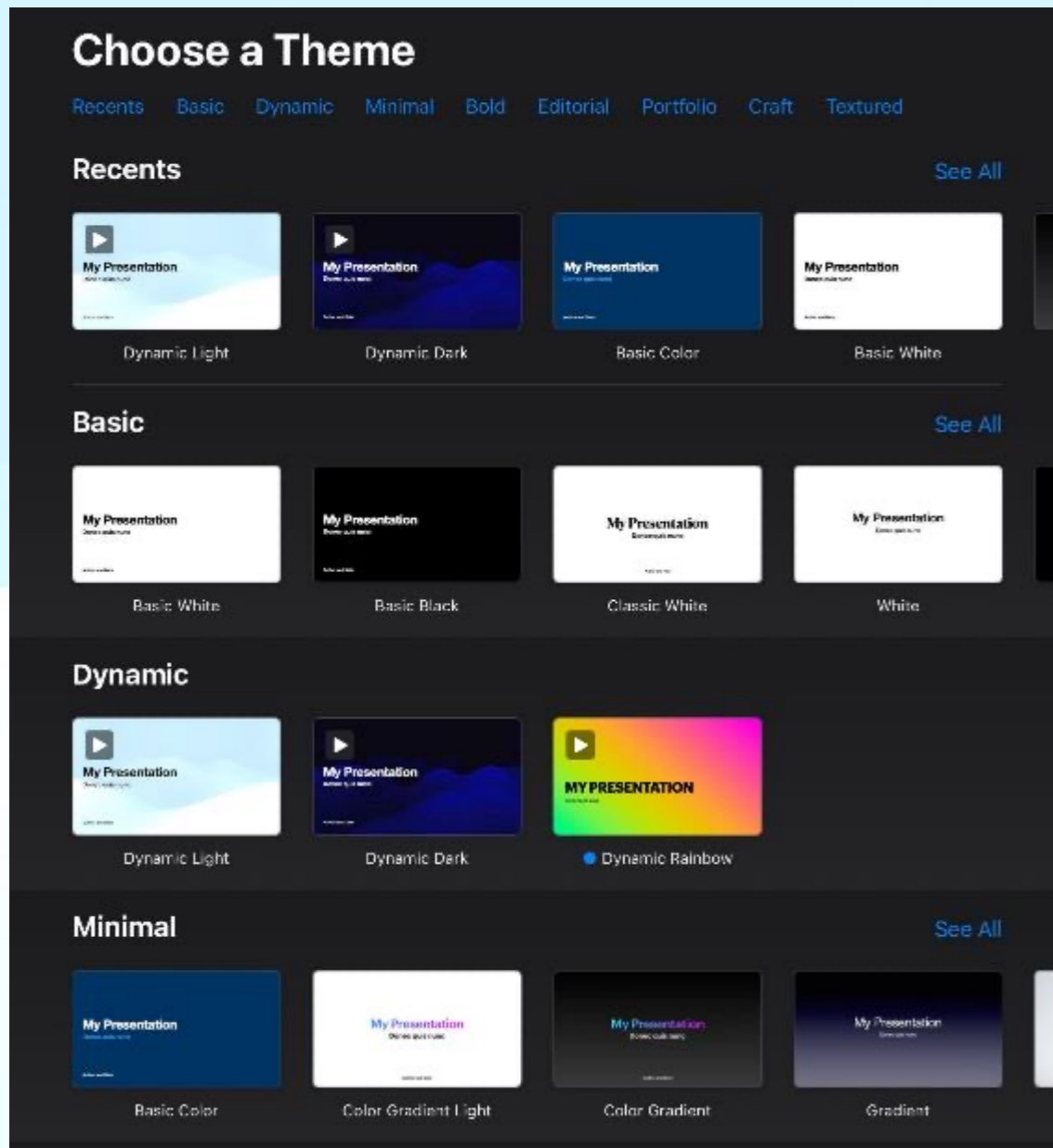
Before we move on, if you have any questions, please use *Chat* and we'll address them shortly.

*Now we'll take a very quick look at Keynote.*



As I mentioned, this presentation was created on an Apple iPad, using Keynote

When you create a new Keynote presentation, you first must choose a Template

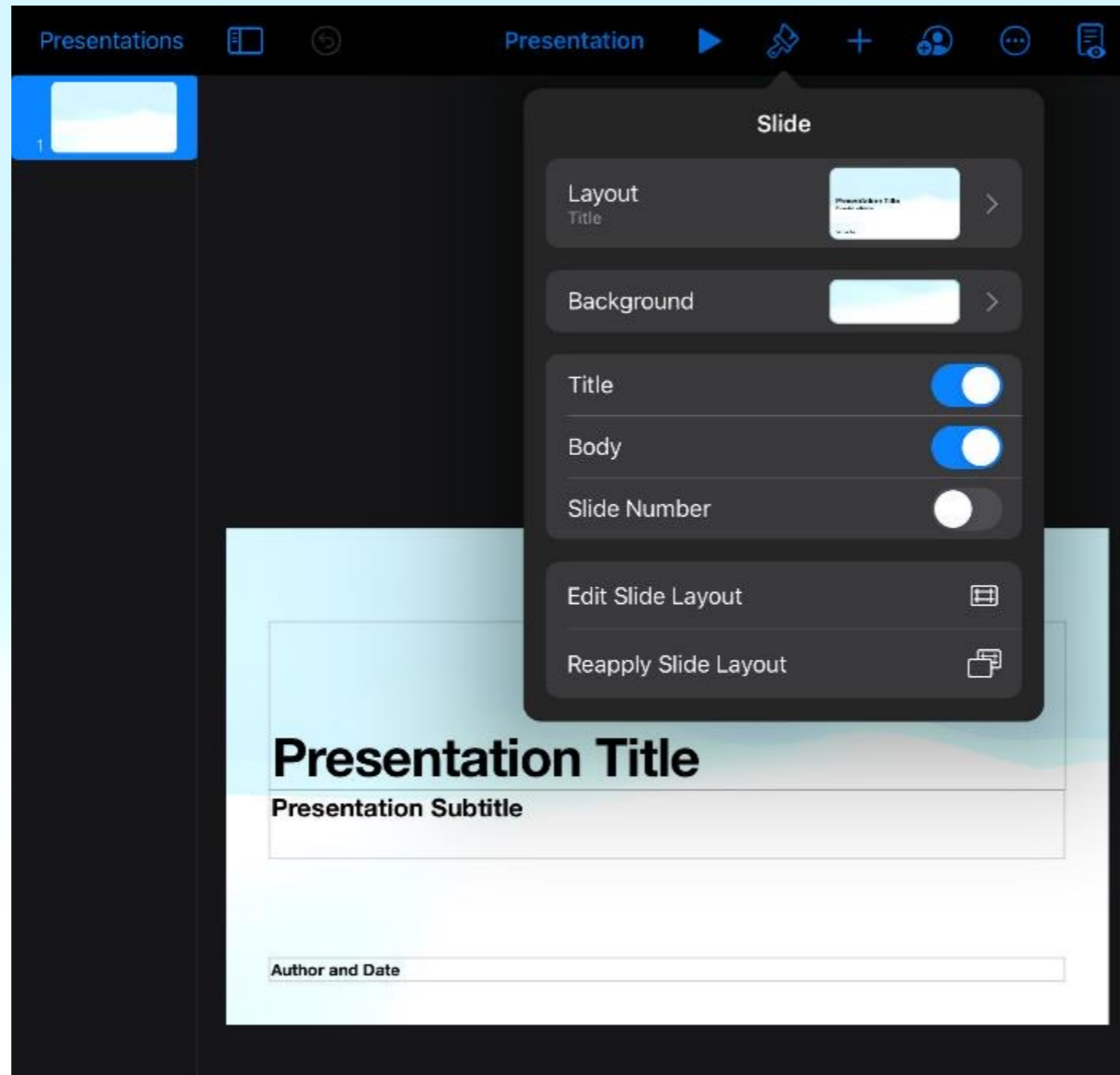


*As you can see, you have quite a selection to choose from!*



**And again, you'll notice the Toolbar is uncluttered and easy to use.**

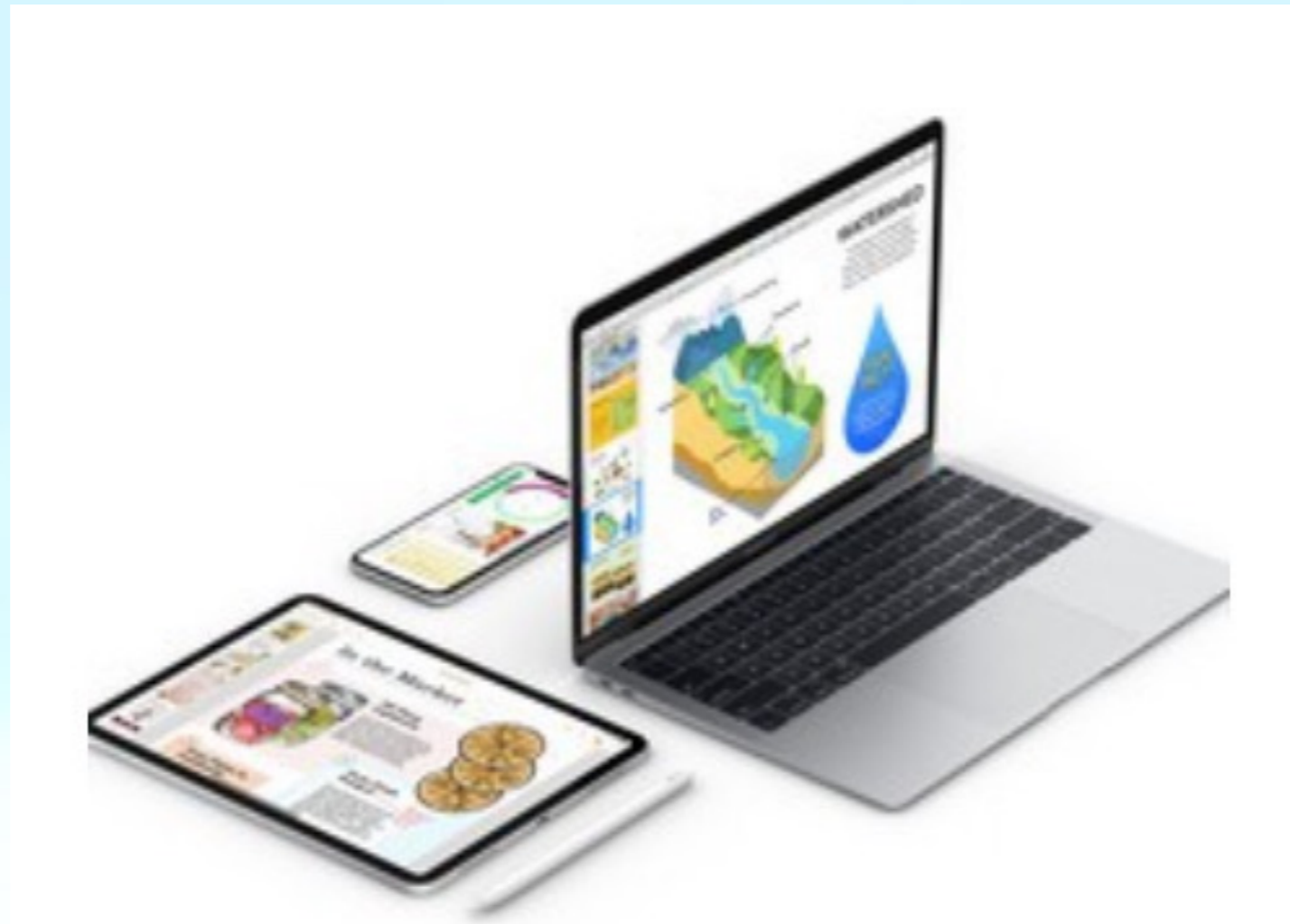
---



*Since you've viewed this presentation, created with Keynote I will not go further into its operation. This presentation is fairly basic in design, yet demonstrates what many of us use regularly.*

**Remember, these three applications are available on several platforms.**

---



***Also remember, each application can be exported to Microsoft Office.***



**That concludes my introduction to Pages,  
Numbers, and Keynote.**

**Thank you for allowing me to bring this  
introduction to you. It's been my pleasure.**

## **Presenter - Jerry Rogan**

*Oh, that's only iced tea in the glass!*



Pages



Numbers



Keynote



**An International  
Association of Technology  
& Computer User Groups**