

APPLE'S NUMBERS

DMUG 1-2020 Meeting

WHAT IS NUMBERS?

Numbers is Apple's version of Excel, which is a spreadsheet program. These apps make it possible to manipulate and analyze data. You can use it for accounting purposes or as a way to create lists of various components and be able to sort them as you wish. It is free to use, whereas Microsoft's Excel is not. You can easily open an Excel document and save your Numbers document as an Excel document so that it is quite useable and in many ways simpler than Excel to use. Excel is packed with more features than most of us will ever use, while Numbers takes a more basic approach. Notes also that Numbers is also free on your iOS device as well as your Mac.

Similar to Pages, you first start with a Template, either one that is already pre-designed or one of your own creation. You can save templates if you plan on using a similar format in the future.

I highly recommend watching David Cox's TechTalk American YouTube video on this and also select the CC for closed captioning so that you get the transcription as you watch. He does a great job in 12 minutes of showing us how to use Numbers. The link for this video is: <https://www.youtube.com/watch?v=-XCkLnIPaL4>

HOW TO USE NUMBERS:

Apple has lots of info for your use on Numbers. Here are some links for you to take a peek at:

Numbers User Guide for Mac

Welcome

> Numbers basics

> Add and style tables

> Add and organize table content

> Enter formulas and functions

> Create and modify charts

> Add, edit, and format text

> Add images, shapes, and media

> Position and style objects

> Use writing and editing tools

> Share and collaborate

> Manage and organize spreadsheet files

> Keyboard shortcuts

Their Users Guide: <https://support.apple.com/guide/numbers/welcome/mac> and here are the categories covered:

Here is their site introducing Numbers where they start with opening a template and then how to add your own data: <https://support.apple.com/guide/numbers/intro-to-numbers-tan0eca1a9ab/mac>. And more info on creating a spreadsheet: <https://support.apple.com/guide/numbers/create-a-spreadsheet-tanc33201f3f/6.2/mac/1.0>

Here is their site on how to create and use templates: <https://support.apple.com/en-us/HT209567>. You can also download a ton of free templates at this website: iworkcommunity.com. They have templates for all of the Apple suite = Pages, Numbers and Keynote. The one for Numbers is: <https://iworkcommunity.com/numbers/>

ROWS & COLUMNS:

You all know that a row goes across a page and a column goes down a page. Here is what you need to know to work with them: <http://numbers.skydocu.com/en/add-and-edit-tables/working-with-rows-and-columns/>. You will need to know how to freeze header rows and columns so that your headers will appear on all pages as well as when you scroll the spreadsheet. More on how to freeze them here: <https://www.idownloadblog.com/2018/11/02/freeze-columns-rows-in-numbers/> . You will need to know how to add or delete a row or column or move a column or row to a different placement.

To transpose a row or column, so that rows become columns and columns become rows, you need to select the table, -> Table -> Transpose rows and columns. It is a bit different on your iOS device, so here is all you need to know about transposing: <https://www.idownloadblog.com/2018/10/17/transpose-in-numbers-rows-and-columns/>

Autofill is also available in Numbers, but it works a bit differently than in Excel. It lets you quickly fill other cells with data from adjacent ones. You can fill things like patterns, words, and numbers, up, down, left, or right. But when it comes to filling down and you have hundreds or thousands of rows, it can get tricky. Here are the details on how to do this with columns and rows: <https://www.idownloadblog.com/2019/03/27/fill-down-numbers-autofill-mac/>

MERGING CELLS:

Sometimes you want to merge cells so that the information you have typed will cross over multiple columns. This is how you can use a title covering the entire width of your spreadsheet. Here is how to do this, as it is not intuitive...: 1) Select the cells you want to merge. Remember,

the cells must be next to each other in a column or row. You can select them by clicking the first one and dragging through the rest. Or, by clicking the first cell, holding down the Shift key, and clicking the last cell.

2) Click Table from your menu bar.

3) Select Merge Cells.

For more information on this, and to find out how to UNMERGE those cells, read this article: <https://www.idownloadblog.com/2018/10/25/how-to-merge-cells-in-numbers-mac-ios/>

FORMATTING:

If you want to punch up your file with a pop to the title or elsewhere in your spreadsheet, you can add a gradient color to the text or use an image to fill the text, or use an outline in the text. Here is how to make these eye-popping texts: <https://support.apple.com/en-us/HT210063>

Do you want to add a shape to your document, perhaps text with a shape? Here is how: <https://support.apple.com/en-us/HT207770>

PRINTING:

Printing in Numbers is goofy. This is the one part of the app that I do not like. I like to have a page layout view as I am editing and Numbers does not allow for this. You have to go to the Print function to see where the pages will break and then back to the spreadsheet to amend the width of the columns or rows. If your spreadsheet is not too large, you can force it to print as a single page by either going to Print and select *scale to fit on 1 page* OR, you can select the area you want printed, copy it and then open Preview and open a new document “from clipboard”. Here is more on that: <https://www.cultofmac.com/219157/get-numbers-spreadsheets-printed-on-one-page-os-x-tips/>. To get more information on printing, read this: <http://numbers.skydocu.com/en/share-and-print/print-a-spreadsheet/>

If you want gridlines to appear on your printed document as they appear in the app, go to the Format menu and select Cell in upper right of window. Down below that right side you will find all of your various border options, as well as various fill options for the cells selected.

HINTS & TIPS:

You will need to master the basics of the app and here are some that you should know:

- **Add Rows and Columns:** Add a row within Numbers by right-clicking a cell within a corresponding row and selecting **Add Row Above** or **Add Row Beneath**. Add a column within Numbers by right-clicking a cell within a corresponding column and selecting **Add Column Before** or **Add Column After**.
- **Add a Worksheet:** Click the + icon that appears toward the top left of the currently displayed worksheet
- **Configure Data Formats:** With the corresponding cell(s) highlighted, display the Inspector pane, which appears on the application's right, confirm the **Format** icon is selected and use the drop-down menu within the **Cell** tab to set a cell's data format. Display the Inspector pane by clicking within a cell or clicking **View** from the Numbers menu bar and selecting **Inspector** and then **Show Inspector**, if the Inspector view was previously hidden.
- **Configure Cells:** Highlight the corresponding cell(s), display the Inspector pane, confirm the **Format** icon is selected, and click the **Cell** tab to configure cell fill and borders, as well as conditional highlighting settings.
- **Configure Cell Text:** Highlight the corresponding cell(s), display the Inspector pane, ensure the **Format** icon is selected, and click the **Text** tab to configure font, alignment, text wrapping, and spacing.
- **Freeze/Unfreeze Header Row:** Freeze and unfreeze header rows by highlighting the row number that appears on the left of the Numbers application, clicking the down arrow that appears and selecting **Freeze Headers Rows** to check or uncheck the selection as you desire.
- **Insert Sums, Averages, and Other Values:** Highlight the cell where the value should be entered, and then click **Insert** from the Numbers menu bar, click **Formula**, and select the corresponding operation. Alternatively, you can highlight the cell where the total should be placed and click the **Insert** icon that appears within the Numbers toolbar and then select the corresponding operation--be sure to double-check and confirm Numbers calculates the correct cells (which the application highlights by default). Note: You can adjust the chosen cells by double-clicking the cell in which the operation appears, manually adjusting the described cells, and clicking the **Green checkmark** to save the change.
- **Insert Chart:** Highlight the corresponding cells and click the **Chart** icon within the Numbers toolbar, and then select the type of chart you wish to create. Numbers will place the chart within the sheet.

- Insert Table: Display the Inspector pane, ensure the Format icon is selected, click the Table tab, and then use the provided header and footer, table outline, and row and column size settings to configure the table
- You should know how to save a Numbers as an Excel doc if you are collaborating with others who only have/use Excel. Once you have your Numbers document done, simply go to File -> Export -> Excel (for more information on how to do this with both a Mac and an iOS device, read this article: <https://www.igeeksblog.com/how-to-convert-numbers-file-to-excel-on-mac-iphone-ipad/>)
- You should use the templates already prepared in Numbers to save time and perhaps aggravation...
- If your information is confidential, you can set a password for that document by simply selecting the File Menu and selecting Set Password.

ADDITIONAL NOTES TAKEN AT MEETING:

There were some additional questions and comments that came up during the meeting as follows:

1.). Doug reminded us that we can get a 50% off the subscription to TheMacU website chock full of useful tutorials. I believe the cost is around \$25/year, so half would be \$12.50, or you can go with the lifetime subscription which is normally \$125 or \$62.50 after the discount. To get this discount, you need to enter the following code “RMUG “. Thanks Doug! Here is the link to their webpage: <https://themacu.com/>

2.). Pages and Numbers has a wonderful feature of saving all your work as you make your changes. But, what if you wanted to go back to a previous version? Simple! Go to the File menu then Revert To and then Browse all Versions. It will take you to a Time Machine type “file” and you can now browse thru all the versions saved and select the one you wanted. Super simple and very useful...

3.). Did you know that using the Option Key while clicking on the various menu bar items brings you some new options to those menu items? For instance, while in Finder, if you click on the Go menu and while there, click the Option key, you will see some new items, one of which is your User Library. That is a great shortcut to this folder... But, this does not stop there. The same kind of thing works in all of the apps. Just select the File menu in Pages, for example, and you will see that when you click on the Option key, you will now see the Save As instead of

Duplicate and Close All instead of simply Close. I recommend you try this in many of your apps and you will find some useful shortcuts!

4.). I find the Sidebar in a Finder window to be very useful as a shortcut to many other folders I frequent often. One of these is my User Folder. You can add any folder you want to the Sidebar by simply clicking and dragging its icon to the Sidebar.

5.). Lastly, in order to find your phone's last location (you may have lost your phone and it is now out of juice...), you need to enable that in your iPhone's Settings. Go to your Apple ID, the top item in Settings, and go down to Find My. Once there, make sure that Find my Phone is on and click on it to get more settings. One of the items you need to turn on is "Send Last Location." Once you do this, you will be able to find where your iPhone was last on and hopefully be able to actually find the phone. This is very handy when your phone is out of battery and the send a sound does not work because of that...