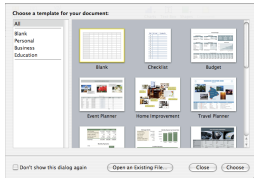


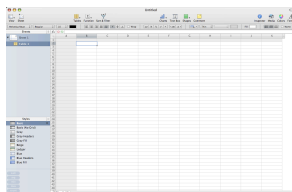


**How to use Numbers (Basic)** *Numbers is similar to Microsoft's Excel.*  
(Numbers is part of the iWork application)



1. Open *Numbers* from your dock (or from Spotlight , or from your applications folder).

This window will open. Choose a template and click **Choose**.

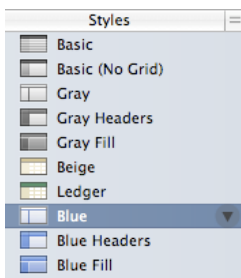


Here a blank template has been chosen.

2. Enter your data.

People	Jan	Feb	Mar	April	May
boys	52	57	55	60	62
girls	48	55	56	55	64
men	33	31	35	30	32
women	21	25	32	36	34

3. Select a style if you wish.



People	Jan	Feb	Mar	April	May
boys	52	57	55	60	62
girls	48	55	56	55	64
men	33	31	35	30	32
women	21	25	32	36	34

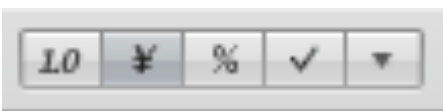
	D
	Mar
57	55
55	56
31	35
25	32

If you highlight cells, statistical information is calculated for you, but does not appear on the document.



sum	178
avg	44.5
min	32
max	56
count	4

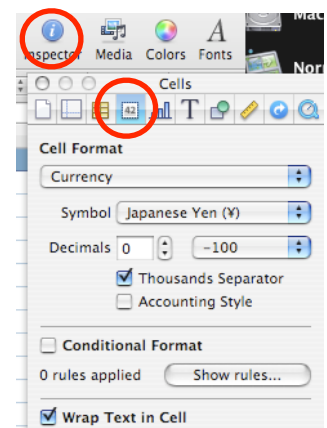
YOU MAY ALSO IMPORT EXCEL FILES BY GOING TO **FILE > OPEN** AND SELECTING THE EXCEL FILE.

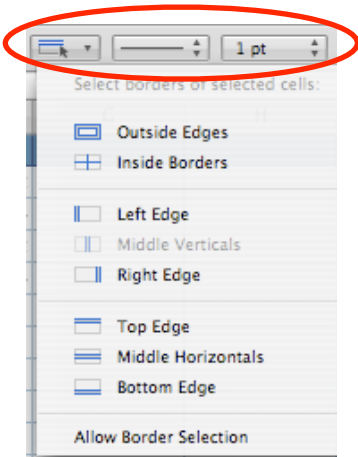


**You may use these buttons if you wish to:**

- a. Change decimal places
- b. Currency
- c. Percentage
- d. Checkbox

These items may receive further changes by going into **Inspector > Cells**.

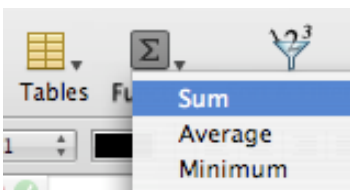




To add borders etc., go here.

You may also create formulas similar to Excel. To create simple sums to include in your spreadsheet, highlight the data you wish to calculate.

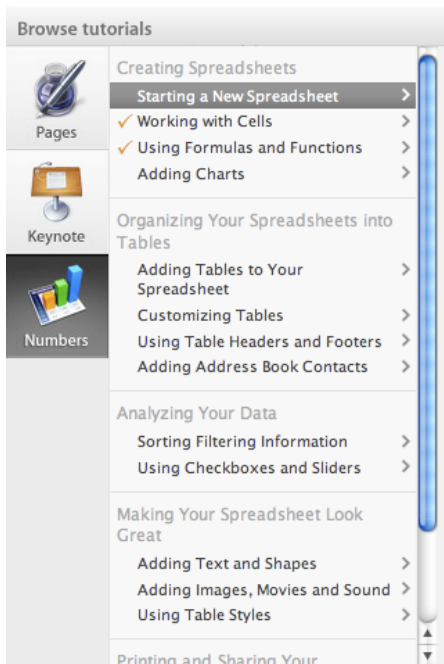
Jan
52
48
33
21



Go to the **Function** button, and select the operation. Here, sum has been selected.

The total will appear underneath. This may also be done horizontally following the same procedure.

Jan
52
48
33
21
154



**TUTORIAL VIDEOS:**

<http://www.apple.com/iwork/tutorials/#numbers-create-26>