

Introduction

What is Numbers?

Numbers is Apple Computers version of a spreadsheet program, the newest application in the iWork bundle. Numbers approaches spreadsheets a little differently than other spreadsheet programs do. Other programs work on the premise that the grid was the most important thing, everything else was a distant second.

In Numbers, data, design and display play an equal role in the workbook. To accomplish this, the designers took a new approach that hasn't been applied to spreadsheets since before NEXT became part of Apple, when Steve Jobs returned in the late nineties.

Who is Numbers for?

To quote Steve Jobs, Numbers is designed to be "The spreadsheet for the rest of us". So, what does that mean? who is meant to find it the most useful? Is it geared toward replacing Excel for every Apple user?



"The spreadsheet for the rest of us"
Steve Jobs, August 2007

Lets be very clear here. Numbers is NOT for everyone. Major large corporate IT departments are not going to be switching over to Numbers any time soon. If you rely upon speedy production of Pivot Tables, You have to have a fast freeze panes, or any advanced statistical analysis formulas, it's not for you. Numbers isn't even supposed to do any of these things.

So who is it for then? Home users, small businesses. Thats about it. Its for those people that don't even know what a pivot table is. they need to figure mileage for their car, create shopping lists. Keep track of your favorite teams record. some lawyers are using it for helping in selecting jurors for example. Home economics, The basics.

Why a limited number of features? They are shooting for that 80% of users that only use the top 80% of the features of programs like Excel. If you use the other 20% of stuff, and you know you do, Numbers isn't for you.

Isn't it just a spreadsheet?

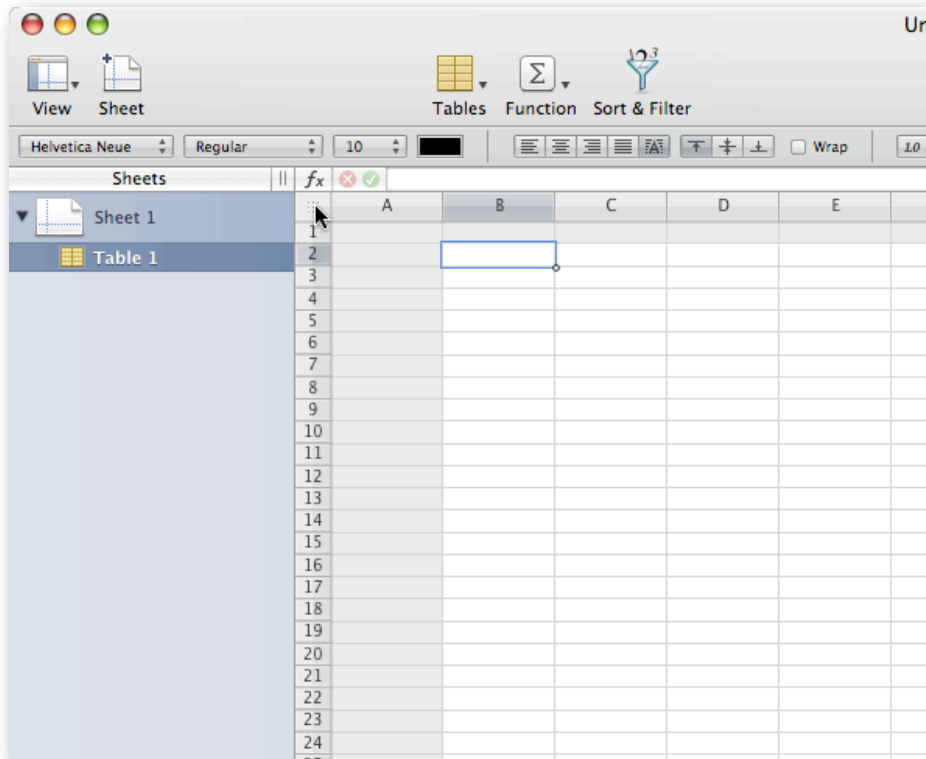
In order to use Numbers, your going to have to relearn what you have learned in Excel. The entire thinking process is different. Many of the habits you have in Excel, your going to have to break. We need to change the way you even think about approaching a workbook. In excel you start off with this big grid of cells. Thats it. In numbers you can have a worksheet with absolutely no cells on it. The worksheet is actually just a big page you can place individual tables on, Drop pictures in, even movies. Just as easily as you do in Pages or Keynote.

Instead of trying to point out all the differences between this program and others point by point, lets walk through setting up a simple workbook in Numbers from the beginning. We will explain alot of those little things as we come to them.

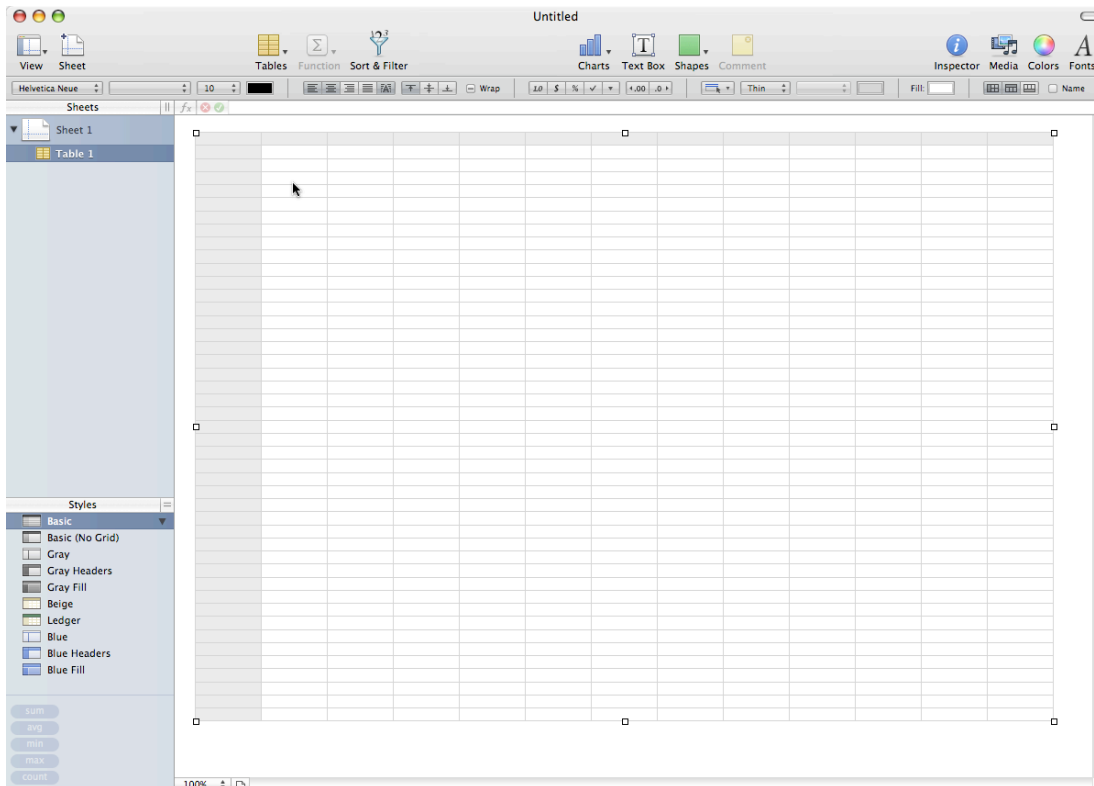
Our First Workbook

Ok, lets say we need to keep track of a few people that owe us some money. We will need to record who it is, and how much they owe us. We can also get a total of how much we are owed. This is our starting point. We will develop it further as we go along.

Step 1 make a new workbook. When you first start numbers, your going to see the template 'sheet' come out of the top of a new blank workbook. Today we want to use the "Blank" template. This will start you out with a sheet that has one large empty "table" on it.

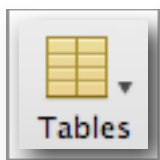


Right now it looks alot like any other program you've worked with. There's your spreadsheet with the typical column and row headers, right. Wrong. See where my cursor is in that screen shot up there? In Excel that corner selects all the data in the worksheet. In Number it does something a little different. Try it, click on that corner button thingy above the Number 1 to the left of the letter A.



Huh? What happened? Don't get that kind of thing in Excel, do you? Well, remember what we said earlier. In Numbers, the worksheet is just a graphics page that can have all kinds of objects on it. The table is an object, just like a picture or movie. An object can be resized. So we now have handles on the table object. Since it is an object, and it is selected, we can simply hit delete and we can delete the object. Do it now.

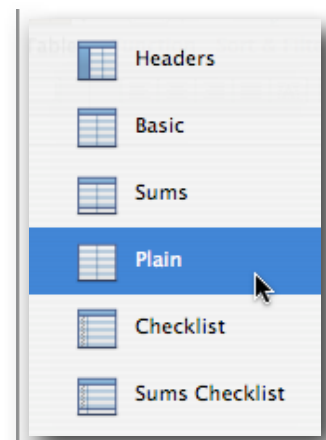
You should now have a completely blank sheet. That's what I want actually. First it demonstrates one of the major differences with this program. A sheet is just a place to drop objects, of whatever type. We will now see how to place a new table onto a sheet. This is going to be very common action. You do not work on one huge table in Numbers. You are meant to break your data into different smaller tables.



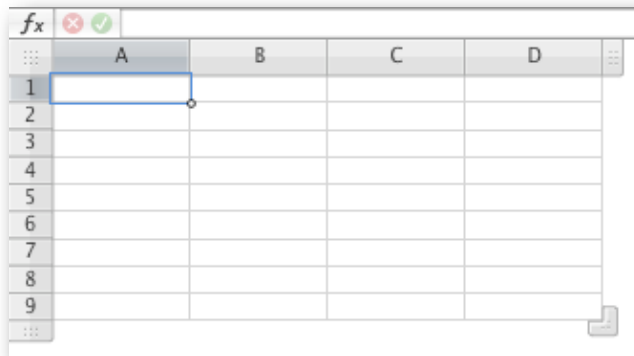
Each one of them containing data that should be grouped together.

In order to insert a new table on your sheet, click once on the Table button. This will bring down a drop down menu that shows all the predefined table types in the current template.

We want to select the Plain type. This is the most basic type. Completely empty and plain. We will be adding the additional parts as we go along. You should always learn how to perform each action by hand. Then use the shortcut methods later.



This looks just like any other table you might see in other programs, except that only four columns and nine rows can be seen. You always size the table for the existing data. You should not have empty rows or columns. Before we type anything in yet, let's consider what we want to do. We need a column of Names, and a column of Amount Owned. Totals underneath maybe.

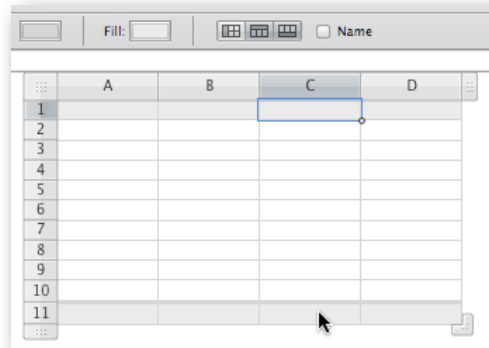


In Excel you just start typing in the data, then you remember that you should have the words Name and Amount above the two columns. Then you remember to add the total equation underneath, so you just go to the next row underneath and type in a sum equation.

The problem, potentially, is when you go to sort the data or filter it. Many times the computer doesn't realize that those are headers and sum rows. The headers or sums get sorted along with the rest of the data, mixing things all up.

The programmers that worked on Numbers saw this and figured out the best way to know if someone was intending data to be headers, or Sums to be added to a table. Was to make it "official". You tell the program that there is going to be a header row, column or footer. The computer adjusts the table to include the additional rows or columns.

To the right, you see a table that has the Headers and Footers turned on. The three buttons above the table, on that toolbar, reflect that I clicked on those buttons to turn them on. They place the extra shaded rows on the table. Remember, the computer now knows that anything on these rows are NOT data. They will not be included in sorts or filters.



Now we have to decide if we want a header column or not. I know we need to have a column for names, but are the names considered Data, or are they headers? It all depends on what you plan on doing with it. Are you going to be using that information in another table. One, if any cell in that column needs an equation, it is data. Meaning we do not need it to be a header column. But I will deem that we need our column as data. (mostly just for demonstration purposes). But I don't want the footer row yet. So simply click the footer button once.

So the A column will be our Names column, and B will be our Owed Column. Let's add those in. And type in a few names. I will use a bunch of my family.

So this is our table up to this point. Only one problem. Remember what I said about only having the rows and columns necessary. We certainly do not need columns C and D.

We can adjust the number of columns or rows by utilizing the “handles”. The one labeled α controls the number of columns. One click on it will add a column. Click and hold, you can drag the handle left or right to delete or add columns. The same thing can

be done with rows using the handle labeled β . The last of the handles, θ , can be used to click, hold and drag to add any number of rows and or columns. Or to remove them.

So use any of the handles you need to modify our table. Make it two columns and seven rows. Then lets add some numbers to fill our table with some numbers.

	A	B	C	D
1	Names	Owed		
2	James			
3	Jason			
4	Kelly			
5	Gina			
6	Rita			
7	Cleveland			
8				
9				

One suggestion. When creating your table, use simple sample data. Numbers you can easily add up in your head. Or data that you already know the solution for whatever calculations your planning on performing. This way you can check the calculations you type in very easily. After confirming your calculations work, then put real numbers in.

	A	B
1	Names	Owed
2	James	10
3	Jason	20
4	Kelly	30
5	Gina	40
6	Rita	50
7	Cleveland	60

Thats all good now. But now I would like to have the Sum added in underneath. So use the footer button to create the extra row at the bottom. In mine it made a row 8. The easiest way to add the sum equation is as follows. Select the range of data that you need to be summed up, only include the actual data itself.(In mine I selected the range B2 to B7). At the bottom left of the screen, you will see some

of the most common equations that are used, with their values if used on the currently selected data. All you must do to include one of these is drag its word to the cell you want it to go into. Here you can see I have started to drag the Sum equation into cell B8. Once

you get it over the cell you want, just let go the mouse button, e.g. drop the word in the cell. Done. You just made up your first table and worksheet. We will have a few more things to add in the next chapter.

	A	B
1	Names	Owed
2	James	10
3	Jason	20
4	Kelly	30
5	Gina	40
6	Rita	50
7	Cleveland	60
8	sum	210