Welcome to Numbers MacOS Course Outline:
Duration: 4 Hours

Prerequisites:
A basic understanding of the MacOS environment.

Course Objectives
Numbers is the spreadsheet application that Apple has created for Mac and iOS devices. A little different to other spreadsheet packages, it works on the basis that the table is central to the system and other effects like charts; digital images and text are catered for within this framework.
We'll get you started and by the end of the training session you'll be a pro.

Setup Requirements
A Mac device that has been freshly installed with the latest version of OS 10.15 Catalina.

Understanding the interface
- Understanding menus, shortcut keys and toolbars
- Accessing & uses of the sidebar
- Selecting different document views
- Navigating documents & windows

File management
- Creating / saving / opening files
- Setting file properties
- Creating & managing templates
- Working over multiple versions

Working with cells and cell-data
- Functions in choosing cells
- Copy & pasting cell data
- UsingAutofill
- Inserting symbols & special characters
- Freezing rows and columns
- Sorting & filter

Functions & formulas
- Difference between formulas & functions
- Relative values vs absolute values
- Using formula builder
- Copy & pasting formulas
- Summarizing using if & sumif
- Rounding cell values up & down
- Using Vlookup & Hlookup.

Working with charts

- Creating bar & column charts
- Changing charts types & layout
- Managing axes & numbering

Exporting

- Exporting options
- Exporting settings