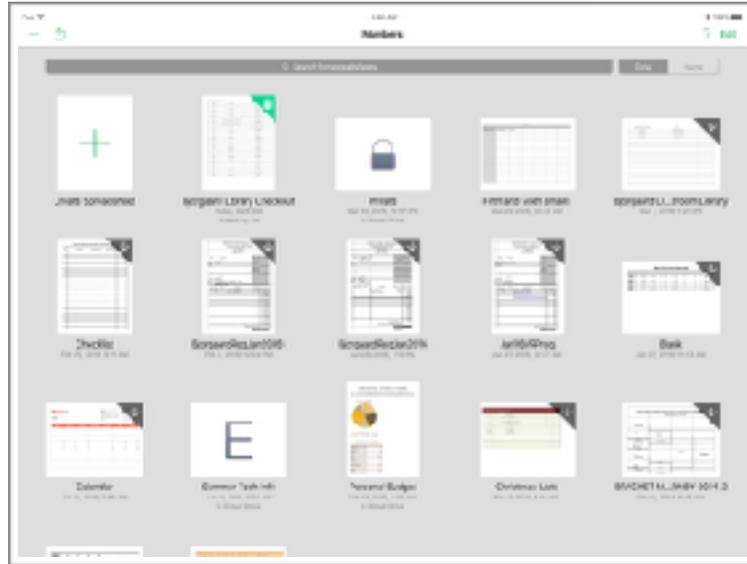
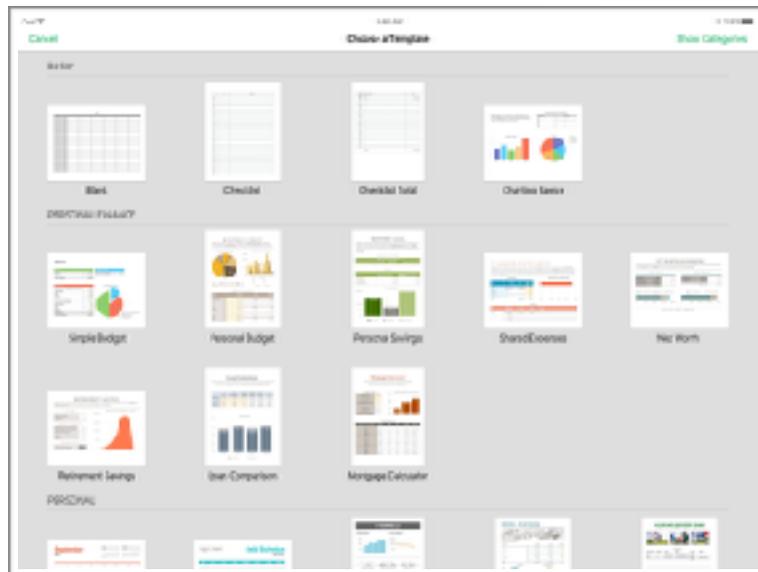


Creating a Spreadsheet

When you open Numbers, you will see all of the spreadsheets you have created. To create a new spreadsheet, click on the “+” in the upper left document.

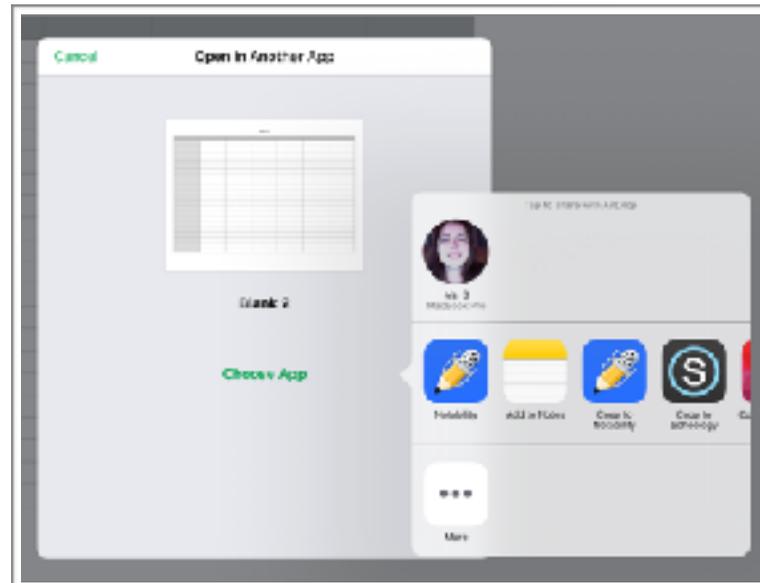
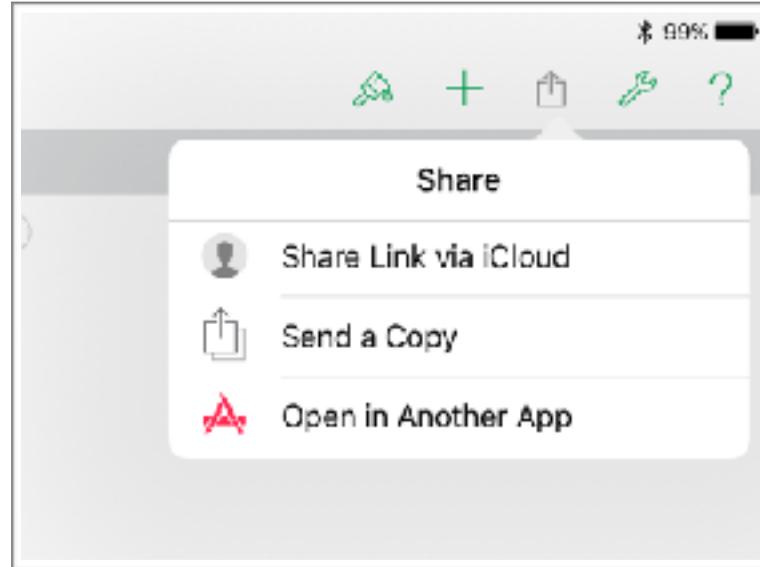


Once you select to create a new spreadsheet, you will see options to make blank spreadsheets or chose a template provided.



Sharing

Your spreadsheet is automatically saved to your iCloud Drive. From the sharing icon, you can send it via email or open it in another app, such as Google Classrooms or Notability.



Numbers 101

Student Edition 2016



This was created for the students and teachers at USD 387, Altoona-Midway by Crystal Bjorgaard.

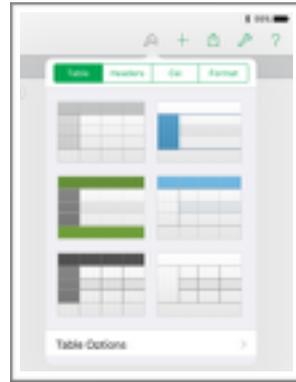
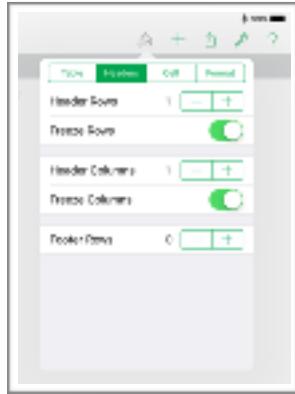
For additional technical assistance with Pages, Please visit the *Technology Assistance 101* webpage <http://wp.me/P2B2Su-1Xx>

or contact the Technology Staff at techsupport@usd387.org

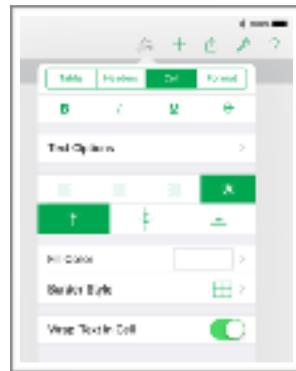
app icon from: [iTunes.apple.com](https://www.apple.com/itunes)

To change formatting in the spreadsheet, the paintbrush in the toolbar is where you want to go.

The table section lets you chose how you want the table set up.



The header section lets you change presets about the headers, columns, and rows.



The cell section is where you can change font settings, fill color, and borders on you spreadsheet.

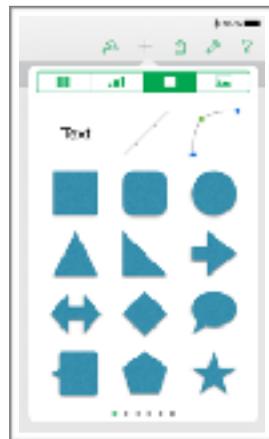


The format section is where you can change what type of data will be in the cells.

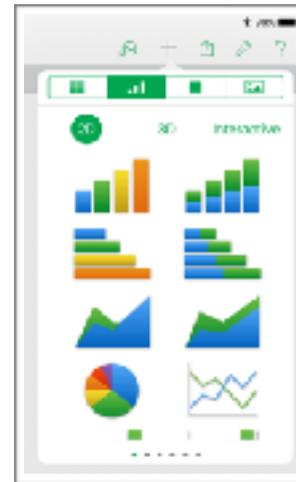
To add things besides text to your spreadsheet, the "+" in the toolbar is where you want to go.



The second set of options let you turn that data table into a graph, or insert a graph from different data.



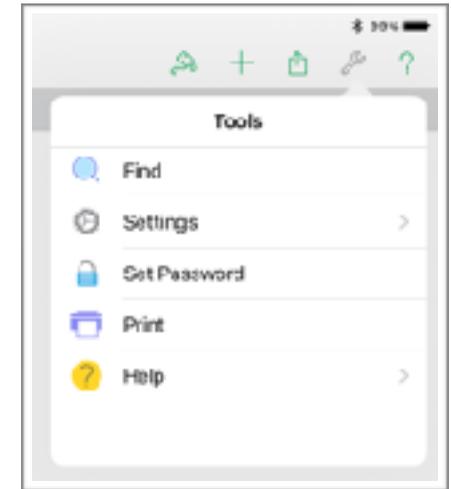
The forth set of options lets you insert photos from your camera roll.



The first set of options let you insert a data table.

For settings and other options, the wrench in the toolbar is where you want to go.

This is where you go to search in your spreadsheet, print your spreadsheet, see settings (more details below), and get help if needed.



This is where you can turn off and on different features. The features you will use most often are spell check and word count.

