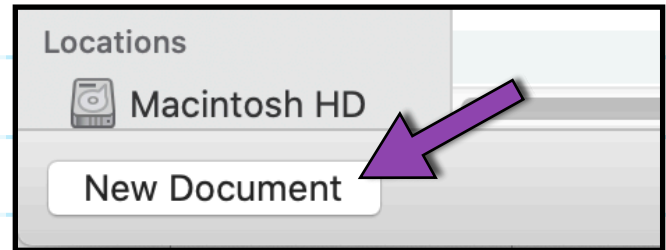


Getting Started with Apple Numbers

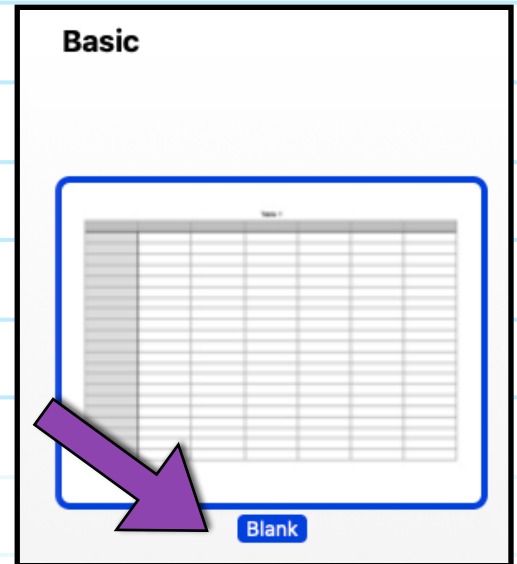
After launching the Apple Numbers application, you might be shown a Finder window. If so, click “New Document.” Then, you will be asked to “Choose a Template” (If you aren’t shown a new Finder window, you will be directly asked to “Choose a Template.”)



Choose a Template

Choose a BASIC “Blank” template by looking for “Basic” in the list of possible templates and then double-clicking on “Blank.”

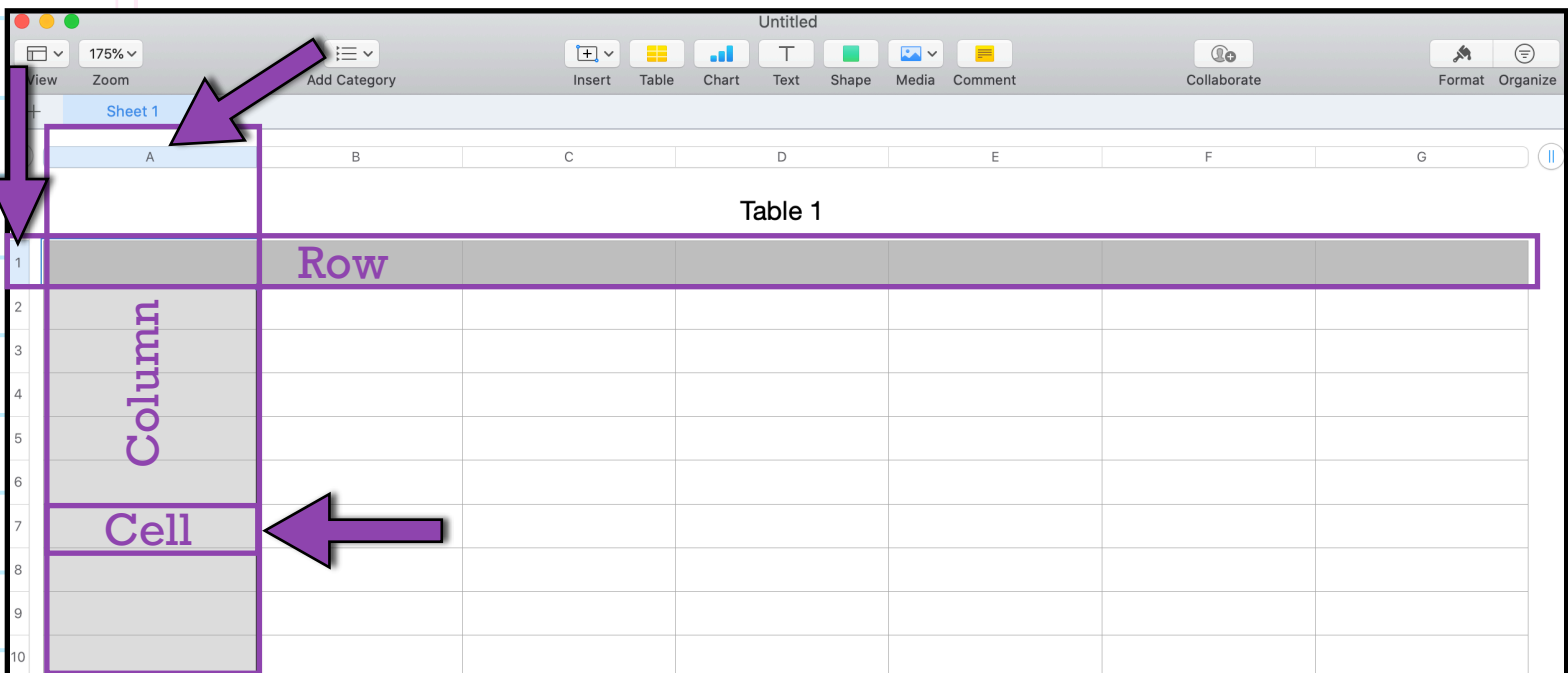
You have now opened a blank spreadsheet template!



Your spreadsheet is made up of **columns**, **rows**, and **cells**. **Columns** run vertically and are labeled with letters (e.g., A, B, C).

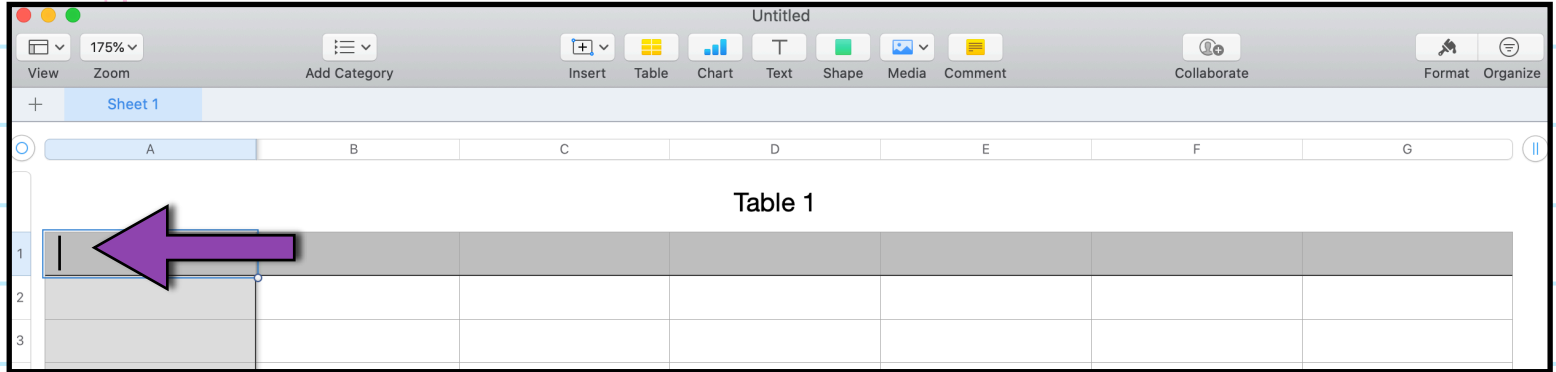
Rows run horizontally and are labeled with numbers (e.g., 1, 2, 3).

Cells are the boxes that make up the spreadsheet. Each cell is identified by its column letter and its row number. For example, the cell highlighted below is cell A7 because it is in column A and row 7.



Cells are where data appear in your spreadsheet.

To enter data into a cell, simply double click on the cell and start typing.



The first row of a spreadsheet is usually considered the Heading Row, meaning it's a row that contains headings for each of the columns.

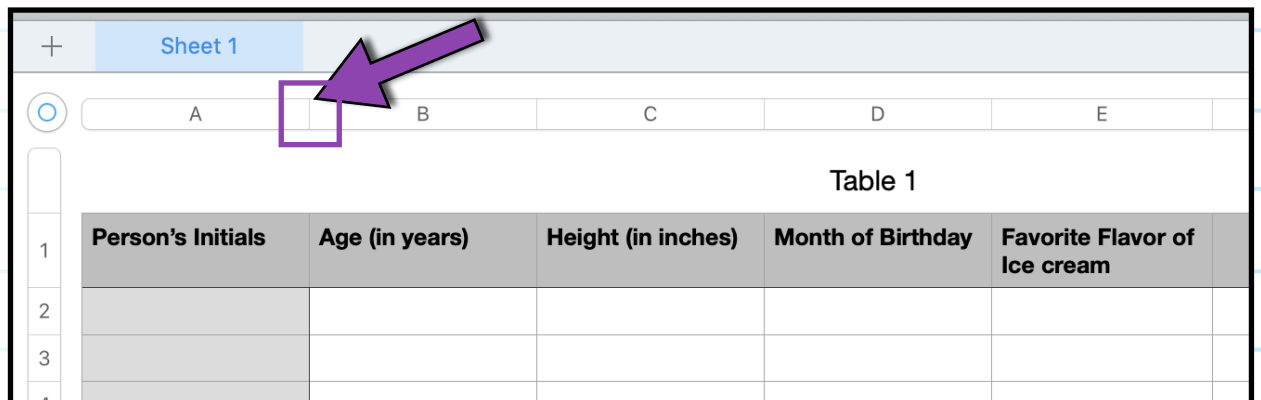
In your own spreadsheet, create a Header Row by enter the column headings for the five types of data you collected, using the order:



Person's Initials, Age, Height, Month of Birthday, and Favorite Flavor of Ice Cream.

When entering data into cells, you may need to adjust the width of a column to be able to see all of the data you've entered.

To adjust the width of a column, select the column you would like to increase the width of. Place your cursor on the right boarder of that



column and when your cursor changes to a vertical line with arrows on each side you can click and drag to resize the column width until all cell contents are visible.

Usually, when we have multiple pieces of data about each of several people or things (e.g., we have the initials, age, height, etc. for each of 5 adults), we usually enter all the information for one individual in the same row.

For example, all the data entered in row 2 below is from the individual whose initials are CMA.

Table 1				
Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream
CMA	28	74	May	Chocolate

In your own spreadsheet, enter all the data from each of your individuals, so that the data from each individual are in the **same row** as in the example below.

Table 1				
Person's Initials	Age (in years)	Height (in inches)	Month of Birthday	Favorite Flavor of Ice cream
CMA	28	74	May	Chocolate
KLG	57	75	September	Peanut Butter Cup
DRG	58	67	January	Mint Chocolate Chip
KJF	20	64	October	Vanilla
OAG	78	67	August	Chocolate

After you've entered the data from your five individuals into the spreadsheet, check your work! Make sure the data you entered for each cell is correct. Double check your data again. Double-checking your work is always a good strategy, but it's even more important when entering data.

Finally, save your spreadsheet. From the top menu, select "File," then scroll down to "Save."

When you use "Save" in Numbers, your file will automatically be given the extension, **.numbers**. The **.numbers** extension shows you that the file was saved as a native file type for Apple Numbers.

Apple Numbers can also export spreadsheets to other file types, including **.csv** files.

A **.csv** file is the most universal data format; it can be opened by almost every data management platform.

Because **.csv** is a universal format, **.csv** files contain only unformatted data; they don't contain built-in functions or formulas.

To export an Apple Numbers spreadsheet to be a **.csv** file, from the top menu, select "File," then scroll down to "Export To" and select "CSV."

Your exported file will automatically be given the extension **.csv**

You've now learned how to enter data into Apple Numbers!

