Using Numbers on the iPad

You can select a spreadsheet by clicking on the + sign in the top left hand corner.

1. In Numbers you can easily start with a basic spreadsheet or use one of the template spreadsheets that are available e.g. the attendance template. Double tap on a cell this will allow you to edit the cell. Your keyboard will come up.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date and time</th>
<th>Text</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>55</td>
<td>30/04/2012</td>
<td>Welcome</td>
</tr>
</tbody>
</table>

Each blue cell has a specific keyboard.

2. You can also format your cells by selecting the little paintbrush in the top right hand corner.

There are many options here that are similar to Excel, try them out.
You can for example select the **type of number value** you want from under format.

3. From your template for Attendance you can select a cell to alter the date and then select the Fill option to update all the cells in the rest of the column by dragging the cell when yellow.

This will update all the cells accordingly.

4. You can also select tables from the format option as well to use to create your own spreadsheets.
5. You can copy a table easily by selecting the top left hand button tap, select copy, then paste on new sheet.

6. When using a template you can modify to suit your own needs e.g. creating dropdown menus (pop up is the term Numbers uses)

Or adding any set of information you wish to record, see below for examples
7. You can use the Formulas aspect of Numbers by selecting your cell double tap and select the = sign.

This gives you a keyboard to input but you can also select Functions for specific options.
And then you can choose Categories from the same menu which provides more sophisticated formula options.

The templates the Numbers provides are easy access points into some of these functions. Try using them as a beginning point for your purpose.

8. You can share your work easily by tapping the Tools button and choosing share. You can email a spreadsheet in Numbers, PDF or Excel format.

There are many Numbers tutorials online which you can search for particularly if you have a specific task e.g. using formulas in Numbers.

*Make sure you back up your data to iCloud*