Getting to Know Numbers on the iPad

This guide will give you the basic instructions of how to use the Numbers App on the iPad.

Spreadsheet

Step 1
To create new spreadsheets and find the ones you’ve worked on before, go to the top left corner and tap the Spreadsheets icon.

Your progress is automatically saved as you work.

Step 2
To create a new spreadsheet, tap the “plus” icon on the top left corner of the page. Then tap Create Spreadsheet

Step 3
Choose a template type.
Step 4

A blank spreadsheet is created. Tap on the “Plus” tab to create multiple worksheets. Double tap on the sheet tab to edit the name of the sheet.

![Spreadsheet screenshot]

Tap the sheet tab twice (not double tap) to **duplicate** or **delete** a sheet.

![Duplicate and Delete buttons]

**Undo**

Anything can be undone. The Undo tab is located at the top left corner of the page. Touch and hold the **Undo** button to uncover the redo option.

![Undo and Redo buttons]

**Toolbar buttons**

Toolbar buttons are located at the top right corner.
Move a Table
Tap anywhere on the table and the margins will appear. Tap the table handle in the upper left and drag the table to a new location.

Select and move a column or a row
Tap anywhere on the table. Then select a column by tapping the tab above it. Touch and hold the selected tab, and then drag the column to a new position. You can move a row in the same way.

Add/Delete rows or columns
Tap anywhere on the table. Then tap the column handle to add a column. Drag the column handle to the right to add columns, and drag the handle to the left to delete columns. You can add/delete rows by dragging up and down.
Adding Cell Content

To edit date in any cell, double tap the cell, and the keyboard will pop up. To apply a different content type, tap the buttons on the top left of the keyboard.

Each content type corresponds to a keyboard. A description of the contents is shown below:

Cut, Copy, and Paste

Between Tables

To copy data between tables, select the cells and tap the selection to see the Copy button. Choose Copy. Go to the next table and select cells. Tap the selection to see the Paste button. Choose Paste.

Within a Table

To move data to new cells, select cells. Touch and hold the selection, and then drag it to new cells.
Working with Charts

Step 1
Go to the tool bar buttons at the top right corner, and tap the Insert button. Then tap the Charts button to choose a chart type.

Step 2
A non-referenced chart is created. Double-tap the chart to edit its references.
Step 3
Drag on cells in a table to add data to this chart.

<table>
<thead>
<tr>
<th></th>
<th>Burbank</th>
<th>Cambrian Park</th>
<th>West San Jose</th>
<th>Winchester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>1,525</td>
<td>684</td>
<td>533</td>
<td>246</td>
</tr>
<tr>
<td>2007</td>
<td>1,418</td>
<td>572</td>
<td>502</td>
<td>238</td>
</tr>
<tr>
<td>2008</td>
<td>1,248</td>
<td>443</td>
<td>415</td>
<td>190</td>
</tr>
<tr>
<td>2009</td>
<td>1,178</td>
<td>427</td>
<td>395</td>
<td>172</td>
</tr>
<tr>
<td>2010</td>
<td>1,082</td>
<td>386</td>
<td>362</td>
<td>155</td>
</tr>
<tr>
<td>2011</td>
<td>1,006</td>
<td>326</td>
<td>322</td>
<td>144</td>
</tr>
</tbody>
</table>

Step 4
Tap the blank area to finish editing the new chart.

Adding Formulas
Take adding sums as an example. Double-tap on a cell and the keyboard will appear. Tap on the Formula button.
Tap the **Sum** Button on the formula keyboard. The total value of the column is calculated.

You can create your own formula from more than 250 functions. To browse functions, double-tap a cell, tap the Formulas button, and then tap the Functions button on the formulas keyboard.

**Full-Screen View**

Tap the Full Screen button to see more of your spreadsheet.
Touch and hold a cell, and then drag across a range of cells to see a data summary.

<table>
<thead>
<tr>
<th>Year</th>
<th>5-year ARM</th>
<th>30-year ARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>8.29%</td>
<td>9.91%</td>
</tr>
<tr>
<td>1993</td>
<td>7.07%</td>
<td>9.02%</td>
</tr>
<tr>
<td>1994</td>
<td>5.62%</td>
<td>8.07%</td>
</tr>
<tr>
<td>1995</td>
<td>4.54%</td>
<td>6.94%</td>
</tr>
<tr>
<td>1996</td>
<td>5.40%</td>
<td>8.01%</td>
</tr>
<tr>
<td>1997</td>
<td>6.11%</td>
<td>7.77%</td>
</tr>
<tr>
<td>1998</td>
<td>7.01%</td>
<td>7.30%</td>
</tr>
</tbody>
</table>

Swipe the summary window to see a chart of the data selected. Double-tap to exit the full-screen window.

**Sharing Your Work**

To share your spreadsheet with others, tap the Tools button and choose **Share and Print**. You’ll be able to email your spreadsheet or copy it to iTunes in PDF or Excel format.
Renaming a Spreadsheet

To edit the name of the sheet, double tap on its name at the bottom. Then, type in a new name.

Working with Files

The Spreadsheets view helps you find and organize your spreadsheets. Tap a spreadsheet to open it. To duplicate or delete a spreadsheet, tap the Edit button at the top right corner, then tap a spreadsheet to select it.

To organize your spreadsheets into folders, touch and hold any spreadsheet, and then drag it on top of another. Give a name to the folder.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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