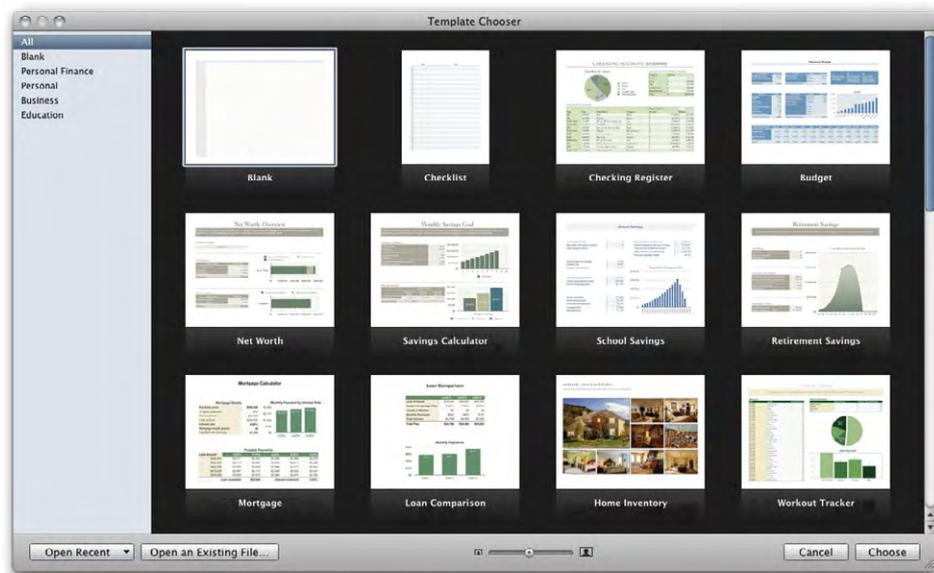


# 1 Opening Numbers

There are three ways to launch Numbers.

- Go to your Applications folder. In Finder choose Go > Applications. Open the iWork '09 folder and double-click the Numbers icon. (Unless you have done a customised iWork installation the iWork folder will be in the Application folder found in the root of your primary hard drive.)
- In the Dock, click the Numbers icon. (In Apple's latest operating system named Lion, a Numbers icon will appear in Launchpad.)
- Double-click any Numbers document.

Every time you launch Numbers or try to create a new document, Numbers' Template Chooser appears.



The Template Chooser contains Apple designed templates and any Templates you might have created. Apple's templates contain ready-made charts and formatting that make great starting points for projects as users don't have to set-up calculations and Apple's Templates are customizable. Chart types and formulas can be modified as well as the look and feel of the document; to suit personal tastes or to comply with a business's graphic identity.

## 1.1 Choosing The Right Template For The Job

There are five categories of template: Blank, Personal Finance, Personal, Business, and Education.

- With the Template Chooser open, you can browse through the template categories.
- Move your cursor over a template thumbnail to preview it. Note: doing this cycles the thumbnail view through all the Sheets available in that template.
- To get a better look at the thumbnails drag the resize slider at the bottom of the Template Chooser.

The five categories of Numbers templates are:

- **Blank** – There are only two templates in this category.
- **Personal Finance** – with nine templates this category contains some great tools for managing individual and household finance.
- **Personal** – contains ten templates to help project-planning; including Dinner Parties, Home Improvement and Travel Planning.
- **Business** – aimed at small businesses, this category has five templates for invoicing, expense reports along with templates for measuring business performance.
- **Education** – has four templates aimed at classroom projects, including a maths quiz and science lab data tracking.

More templates, generated by end-users, are available at [www.http.iworkcommunity.com](http://www.http.iworkcommunity.com) and [www.numberstemplates.com](http://www.numberstemplates.com).

## 1.2 Exploring the Personal Finance Templates

A great way to learn Numbers is to explore the templates. The Personal Budget template contains tables and calculations which may appear familiar. Please open this template. The left hand area contains two panes. The top pane contains an icon for a Sheet. The Personal Budget template only has one Sheet, though this Sheet contains several Tables and one Chart. These objects can be selected from the Sheets Pane, or by clicking on them directly on the sheet. The bottom row of the tables contain formulae. Most calculate the sum of the rows in that column. The Format Bar displays the calculation of any selected field that contains a formula.

For Excel users the Sheets Pane is the equivalent to the tabbed view Microsoft use for denoting multiple spreadsheets in a single document.