

5 Working With Tables

A Sheet can contain one or more Tables. Tables are simple two-dimensional grids; divided into columns and rows. They can be used to organize, analyze and present data. Tables are the fundamental building blocks of a spreadsheet.

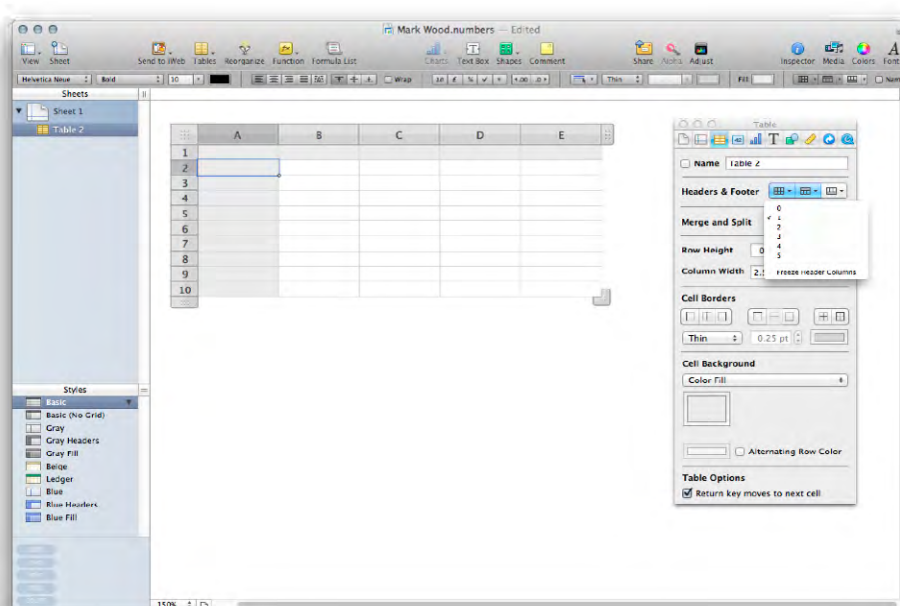
A significant feature of Numbers is the ability to use several tables on a single Sheet and combine them with other elements such as charts or media such as sound, photographs and movies.

Tables can be built in several ways and formatted to handle data intelligently. This allows you to organize and conditionally format data with comparative ease.

5.1 The Anatomy Of A Table

Users new to spreadsheets need to understand the basic ‘anatomy’ of a Table. A good starting point is to create a new Blank document from the Template Chooser. With the new document open alternately click on the label ‘Sheet 1’ in the Sheet Pane and on the Table on Number’s canvas. This causes the Reference Tabs to appear and disappear; columns are labelled with letters and rows with numbers.

By clicking-dragging the dividing lines between columns or rows cells can be resized.



Clicking on any part of the body of a Table selects a Cell. In the illustration Cell A2 is selected. Clicking on one of the Reference Tabs selects an entire column or row. Hovering the cursor over a Reference Tab causes a black triangle to appear. This menu allows columns or rows to be added or deleted from the Table. The menu for columns also allows data to be sorted.

Directly beneath the Format Bar is a blank white space. When a Cell is selected this space can be used to enter formula; the result of which will be displayed in the selected Cell.

When a Table is selected, along with the Reference Tabs a handle appears in the bottom right-hand corner of the Table. Clicking and dragging that handle causes columns and rows to be added and subtracted with ease; a quick way to set the desired amount of Cells in a Table.

To resize a Table, click on the Sheet but not on the Table to deselect it. The Reference Tabs disappear. Now carefully click the edge of the Table, a bounding box should appear, with no Reference Tabs. Click-dragging the bounding box will resize the Table.

To delete a Table click on the box at the top left of the reference tabs and press the delete, or backspace key.

5.2 Formatting A Table

A Table can contain a cell, or cells, that perform calculations. For example a Table might contain columns for the twelve months of the year and rows for regular types of expenditure. Rows can be formatted to contain formula to calculate total expenditure, cash flow et cetera:

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
▼ Income													
Salary	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300	£27,600
▼ Expenditure													
Mortgage	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£12,000
Car	£500	£500	£500	£500	£500	£500	£500	£1,000	£500	£500	£500	£500	£6,500
Heating			£200			£150			£200				£800
Food	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£6,000
Telecoms	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£480
Holiday				£500				£1,000					£1,500
▼ Total Expenses													
Total Expenses	£2,040	£2,040	£2,240	£2,540	£2,040	£2,190	£2,040	£3,540	£2,240	£2,040	£2,040	£2,290	£27,280
▼ Net Flow													
Net Flow	£260	£260	£60	-£240	£260	£110	£260	-£1,240	£60	£260	£260	£10	£320
▼ Balance													
Balance	£260	£520	£580	£340	£600	£710	£970	-£270	-£210	£50	£310	£320	

In the accounts table shown, the monthly total expenditure is the SUM of each line item of expenditure. Net Flow is monthly income minus monthly expenses.