

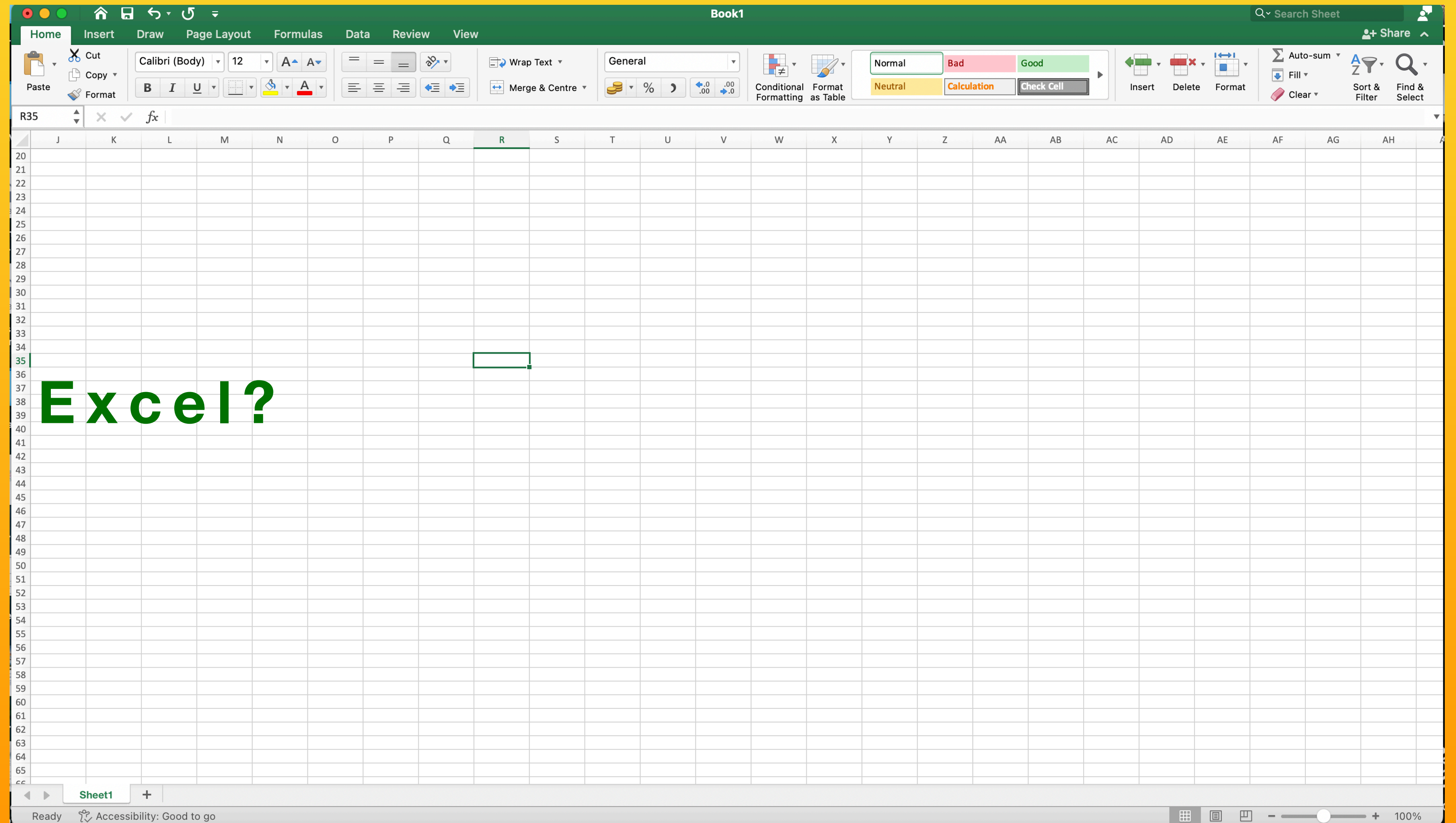
Spreadsheets

MS Excel or Mac Numbers?



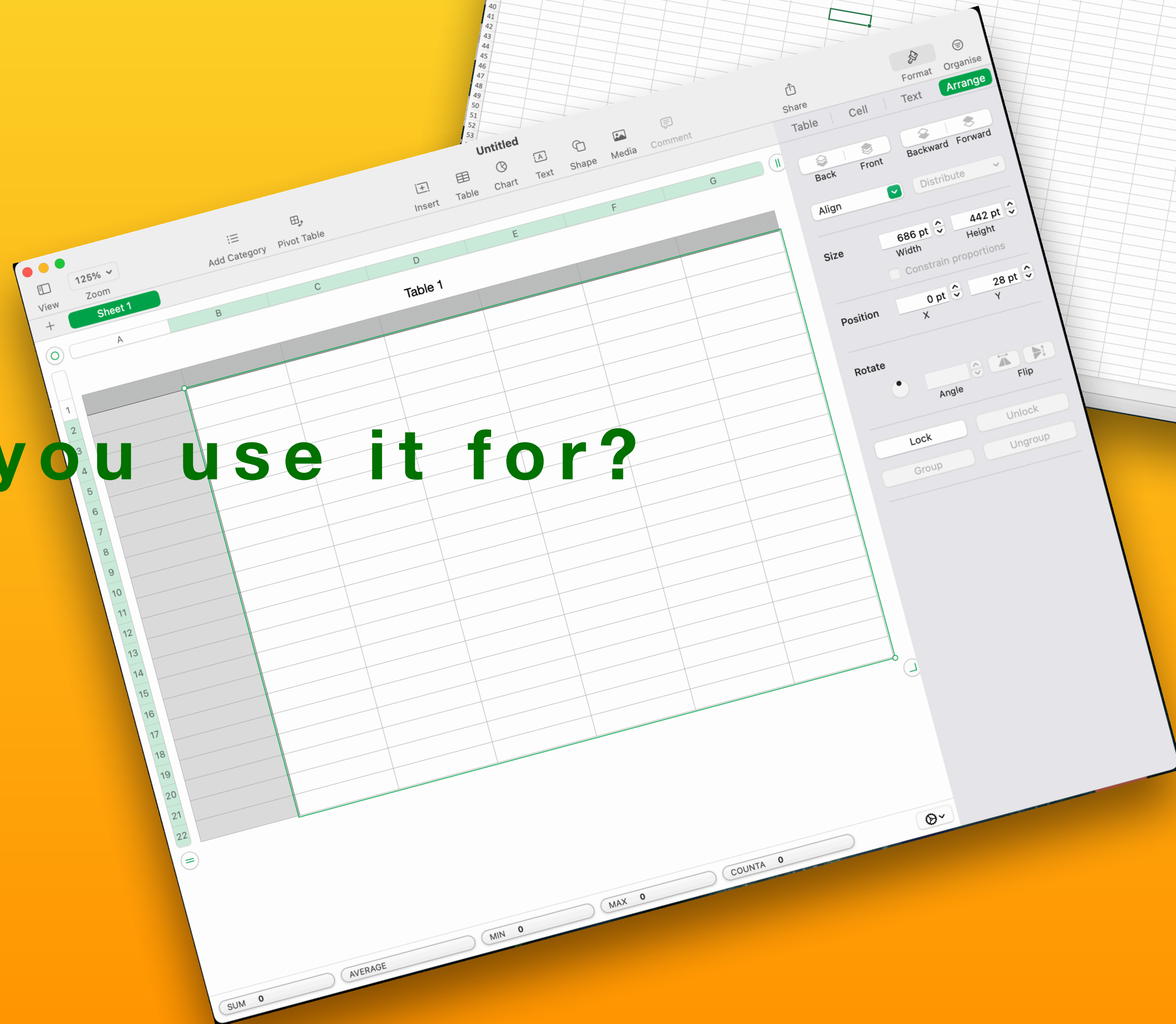
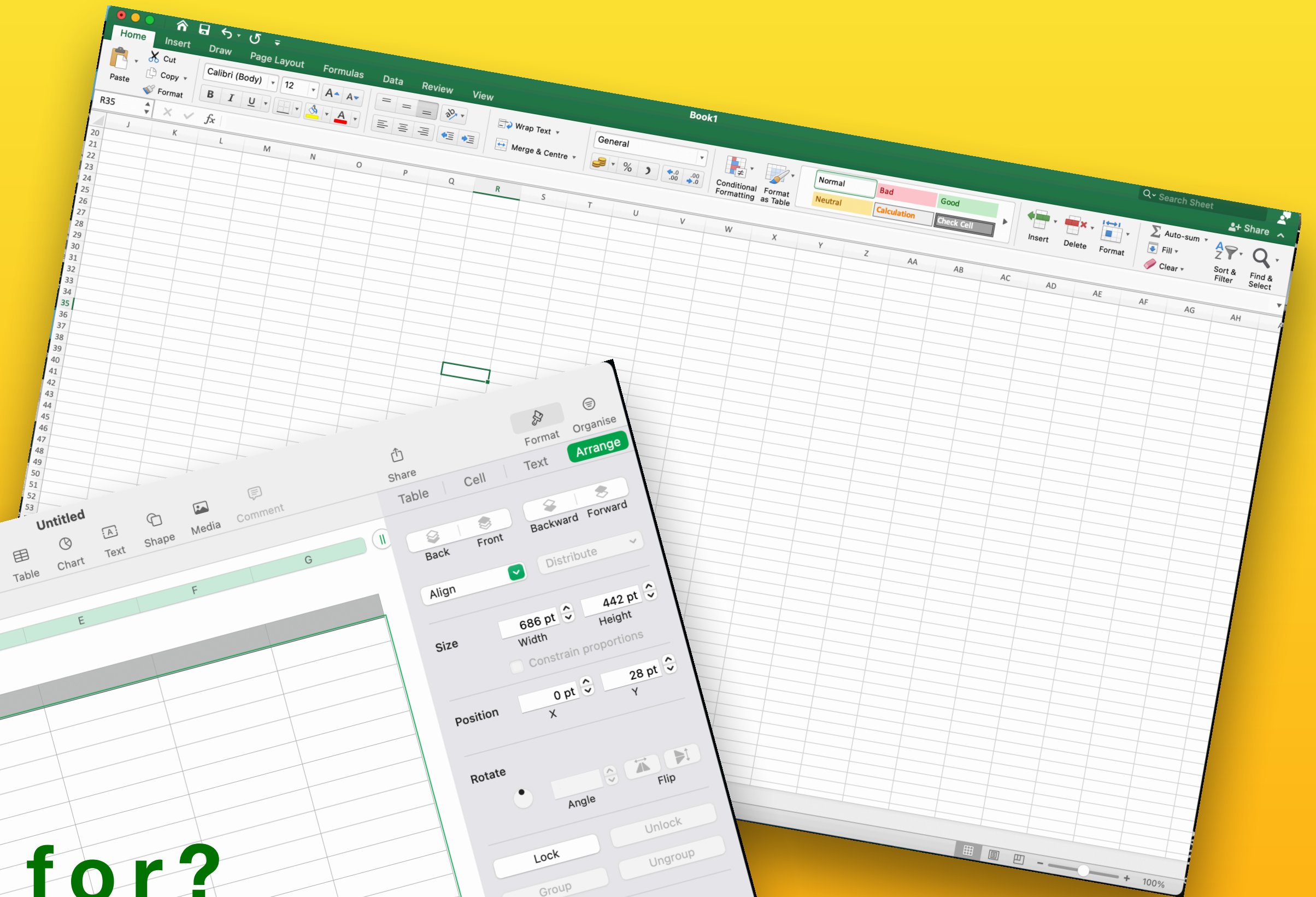
Do most of you use spreadsheets?

Who uses Excel?



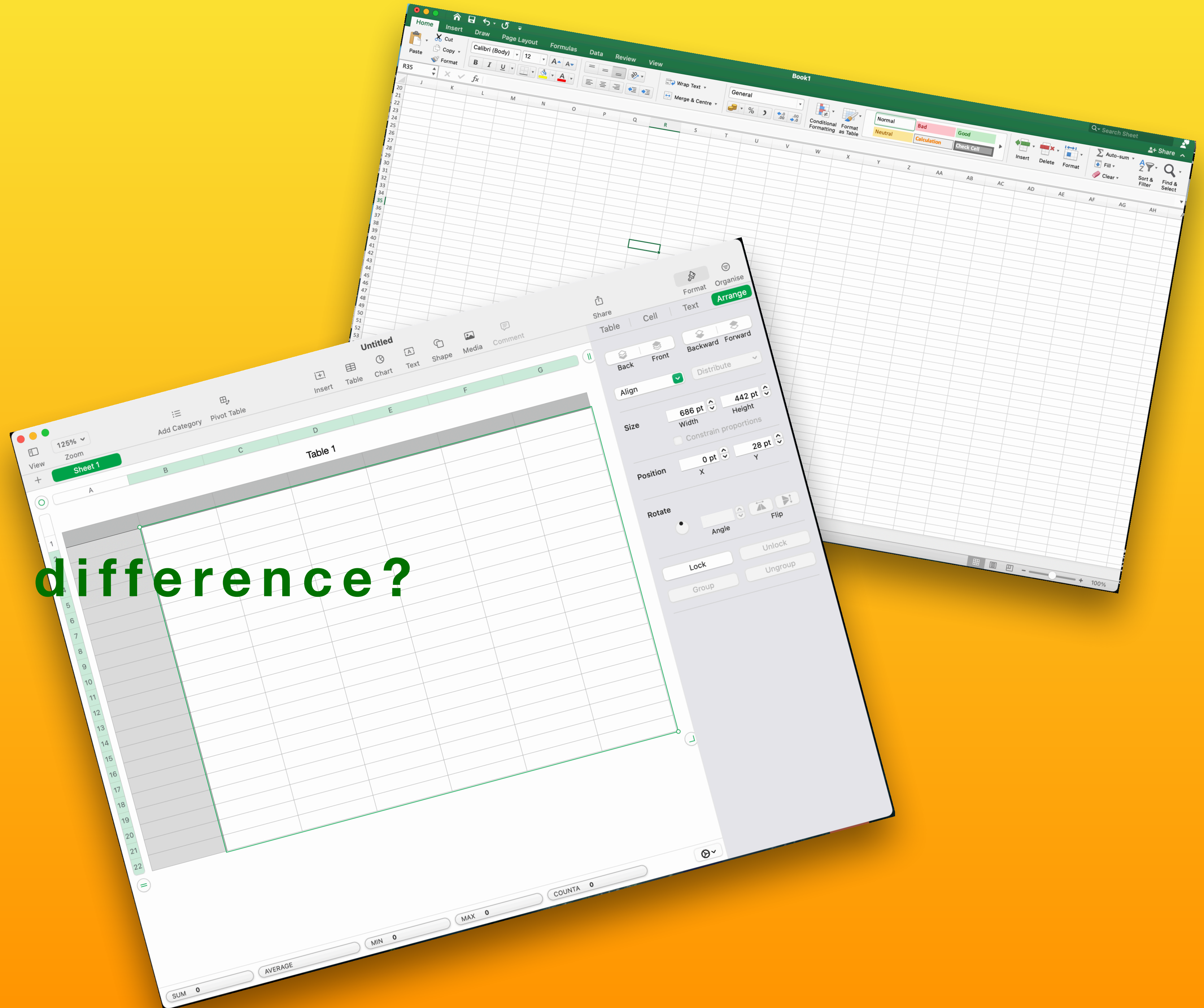
How about Numbers?

The screenshot displays the Numbers application window titled "Untitled". The main workspace shows a table with 22 rows and 7 columns, labeled "Table 1". The columns are labeled A through G, and the rows are numbered 1 through 22. The table is currently empty. The top menu bar includes options for View, Zoom (125%), Add Category, Pivot Table, Insert, Table, Chart, Text, Shape, Media, Comment, Share, Format, and Organise. The right-hand sidebar is open to the "Table" settings panel, which includes "Table Styles" (with several style thumbnails), "Table Options" (with "Title" checked and "Caption" unchecked), "Headers & Footer" (with 1 header and 0 footer), "Rows" (22), "Columns" (7), "Table Font Size" (A), "Table Outline" (0.35 pt), "Gridlines" (with a gridline style selector), "Alternating Row Colour" (unchecked), and "Row & Column Size" (Height: 20 pt, Width: 98 pt). The bottom status bar shows summary statistics: SUM 0, AVERAGE, MIN 0, MAX 0, COUNTA 0.



And what do you use it for?

So what's the difference?



Let's start at the beginning

Back in the way distant past **Apple** computers were the go-to hardware for presentation projects.

If you worked with desktop publishing in Press or Advertising you would likely use an Apple computer with the industry standard QuarkXPress software.



Mac **Numbers** and its word processing partners, **Pages** and **Keynote**, have their roots in the “*visual*” presentation.

Numbers adds the “*practical*” with traditional spreadsheet functionality and more . . .




2. Easier for casual users

If you're not doing heavy data analysis, Numbers feels simpler.

Many tasks—like creating charts or formatting tables—take fewer steps and look polished by default.

WILDCATS FOOTBALL TEAM

Team sheet



First Name	Last Name	Phone	Email	Parent(s)	Notes
Todd	Smith	01234 567 890	no_reply@example.com	Justine	
Alicia	Jones	01234 567 890	no_reply@example.com	George & Martha	George - Coach

Team Management

First Name	Last Name	Phone	Email	Position	Notes
George	Jones	01234 567 890	no_reply@example.com	Coach	

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3. Better-looking outputs

Numbers is strong at making documents that *look good* without much effort.

Templates are more design-focused, which appeals to people creating reports or personal trackers.



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4. Tight Apple ecosystem integration

It works seamlessly across Mac, iPad, and iPhone, with smooth syncing via iCloud.

If you're deep in Apple's ecosystem, that convenience matters.



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5. Less overwhelming

Excel can feel like overkill for basic needs.

Numbers intentionally hides complexity unless you go looking for it.

5. Less overwhelming

Excel can feel like overkill for basic needs.

Numbers intentionally hides complexity unless you go looking for it.



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Why did I buy into Mac?

I bought a Mac because it works properly.

So why not use their Office Suite? It's 'Apple' so we know it's going to work ok.

And,

It accommodates visual presentation so much better



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Mac user group

Why did I buy into Mac?

I bought a Mac because it works properly.

So why not use their Office Suite? It's 'Apple' so we know it's going to work ok

plus

It accommodates visual presentation so much better



And it's Free!

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Compatibility



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Compatibility

In Numbers, you have the usual *Save* function, *plus* you can *Export* to Excel in XLS format.

Opening an *imported* XLS file is easily done directly in to Numbers



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In Numbers, you have the usual *Save* function, *plus* you can *Export* to Excel in XLS format.

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Opening an *imported* XLS file is easily done directly in to Numbers

Conversely



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Compatibility

In Numbers, you have the usual *Save* function, *plus* you can *Export* to Excel in XLS format.

Opening an *imported* XLS file is easily done directly in to Numbers



Conversely



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Compatibility

In Numbers, you have the usual *Save* function, *plus* you can *Export* to Excel in XLS format.

Opening an *imported* XLS file is easily done directly in to Numbers



Conversely



Excel does not accommodate Numbers files.

You cannot export or open Numbers files in to Excel

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Compatibility

In Numbers, you have the usual *Save* function, *plus* you can *Export* to Excel in XLS format.

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Conversely



Excel does not accommodate Numbers files.

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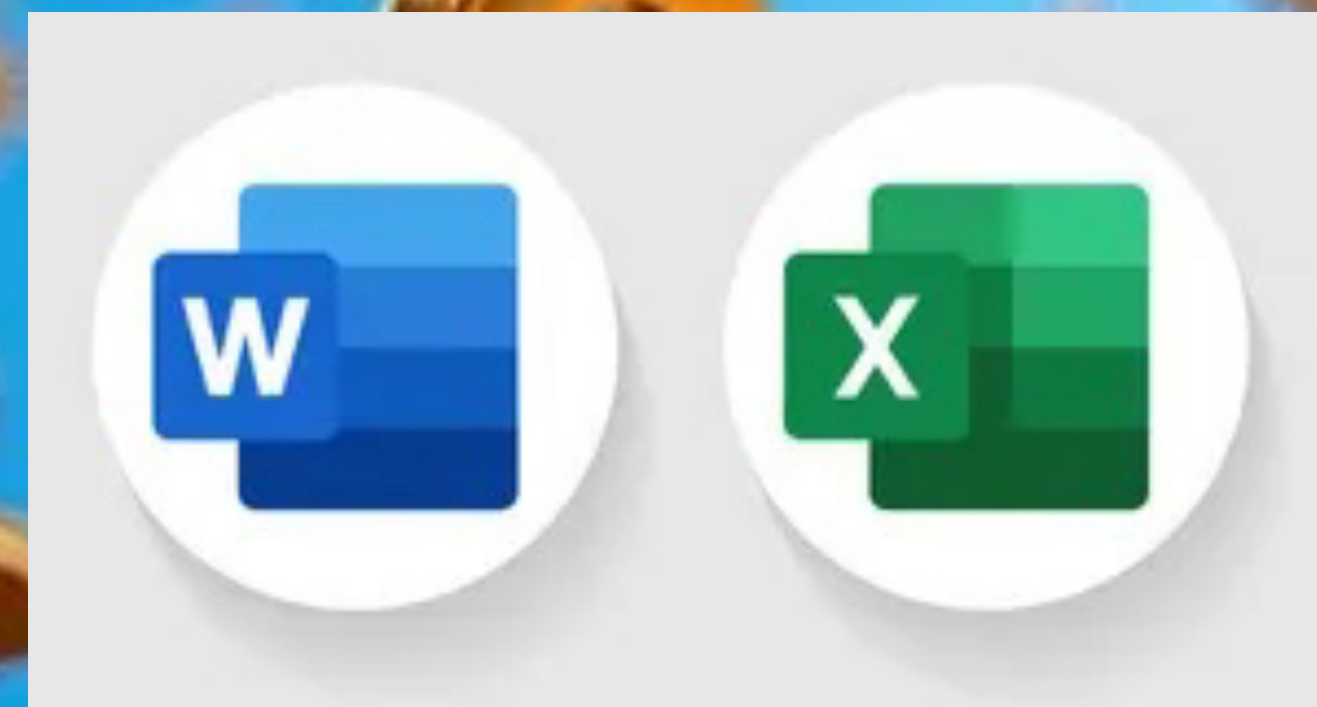
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If you want Excel and its partner Word, you will have to either;

Subscribe to [Microsoft 365](#) or

Buy a one-time version of [Office 24 for Mac](#).



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Operational Differences



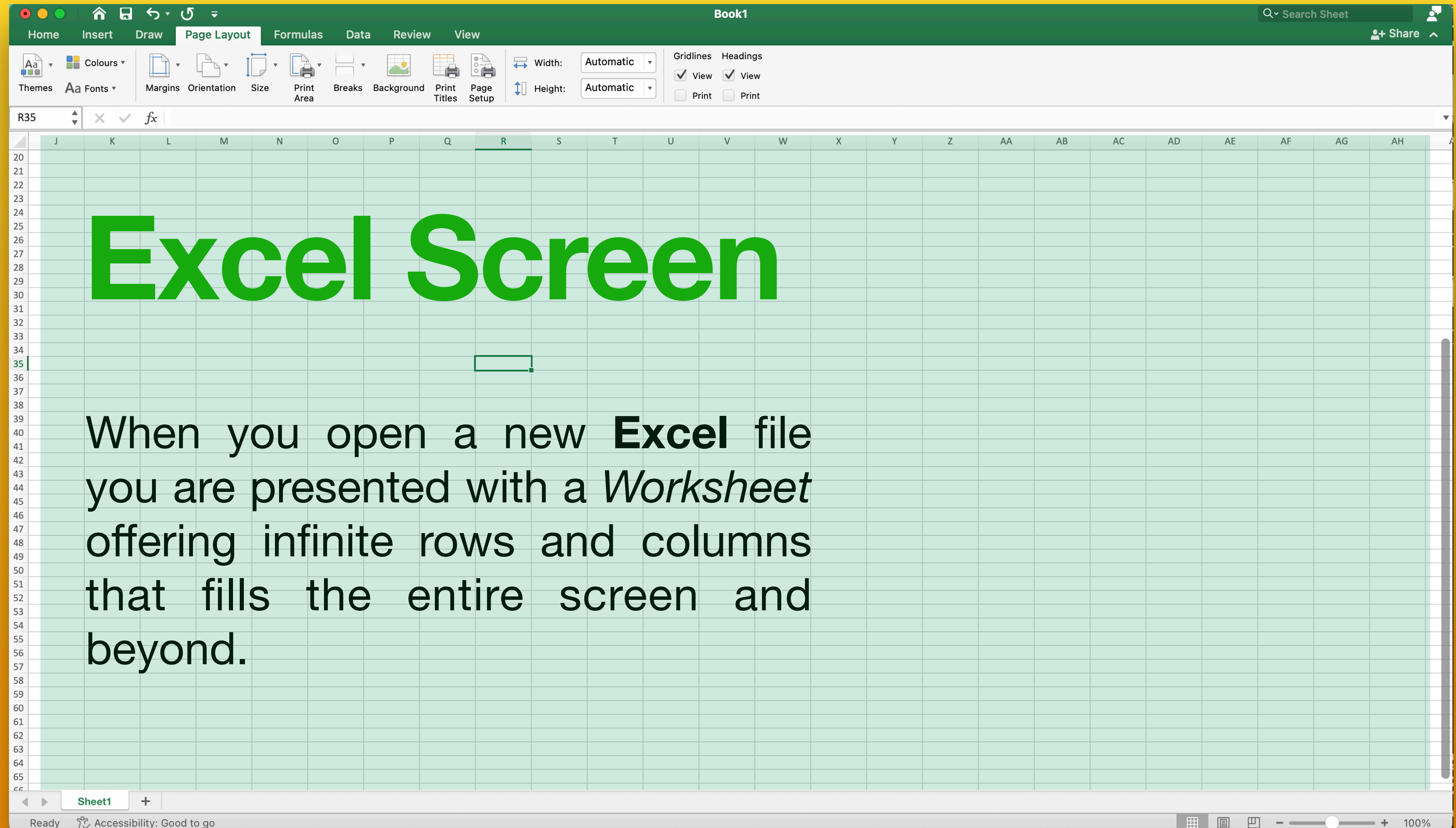
Excel Spreadsheet

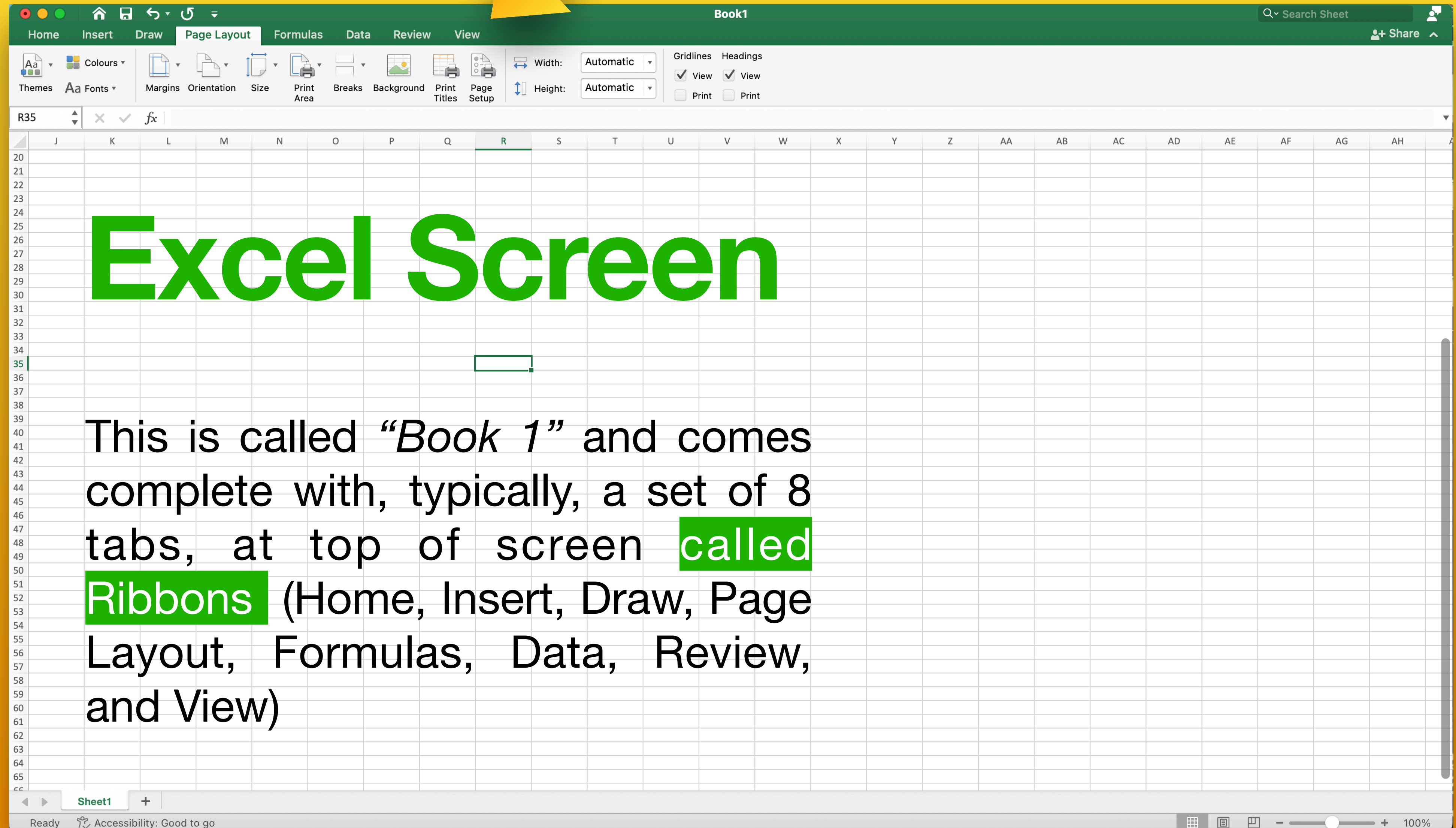
The image shows a screenshot of the Microsoft Excel application window. The title bar reads 'Book1'. The ribbon is set to 'Home' and includes tabs for 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The 'Home' ribbon is expanded, showing options for 'Font' (Calibri (Body), size 12), 'Paragraph' (bullet points, indentation), 'Styles' (Normal, Bold, Italic, Underline), 'Cells' (Merge & Centre, Wrap Text), and 'Editing' (Cut, Copy, Paste, Undo, Redo). The spreadsheet grid is visible with columns J through AH and rows 20 through 60. A small selection box is present in the grid.



Numbers Spreadsheet

The image shows a screenshot of the Apple Numbers application window. The title bar reads 'Untitled'. The interface includes a 'View' menu with 'Zoom' set to 125% and 'Sheet 1' selected. The spreadsheet grid shows columns A through G and rows 1 through 22. A table named 'Table 1' is highlighted in the grid. A context menu is open over the table, showing options for 'Table', 'Cell', 'Text', 'Format', and 'Organise'. The 'Format' panel is visible on the right, with sections for 'Align' (Back, Front, Backward, Forward, Distribute), 'Size' (Width: 686 pt, Height: 442 pt, Constrain proportions), 'Position' (X: 0 pt, Y: 28 pt), 'Rotate' (Angle, Flip), and 'Lock' (Lock, Unlock, Group, Ungroup). The bottom status bar shows summary statistics: SUM 0, AVERAGE, MIN 0, MAX 0, and COUNTA 0.

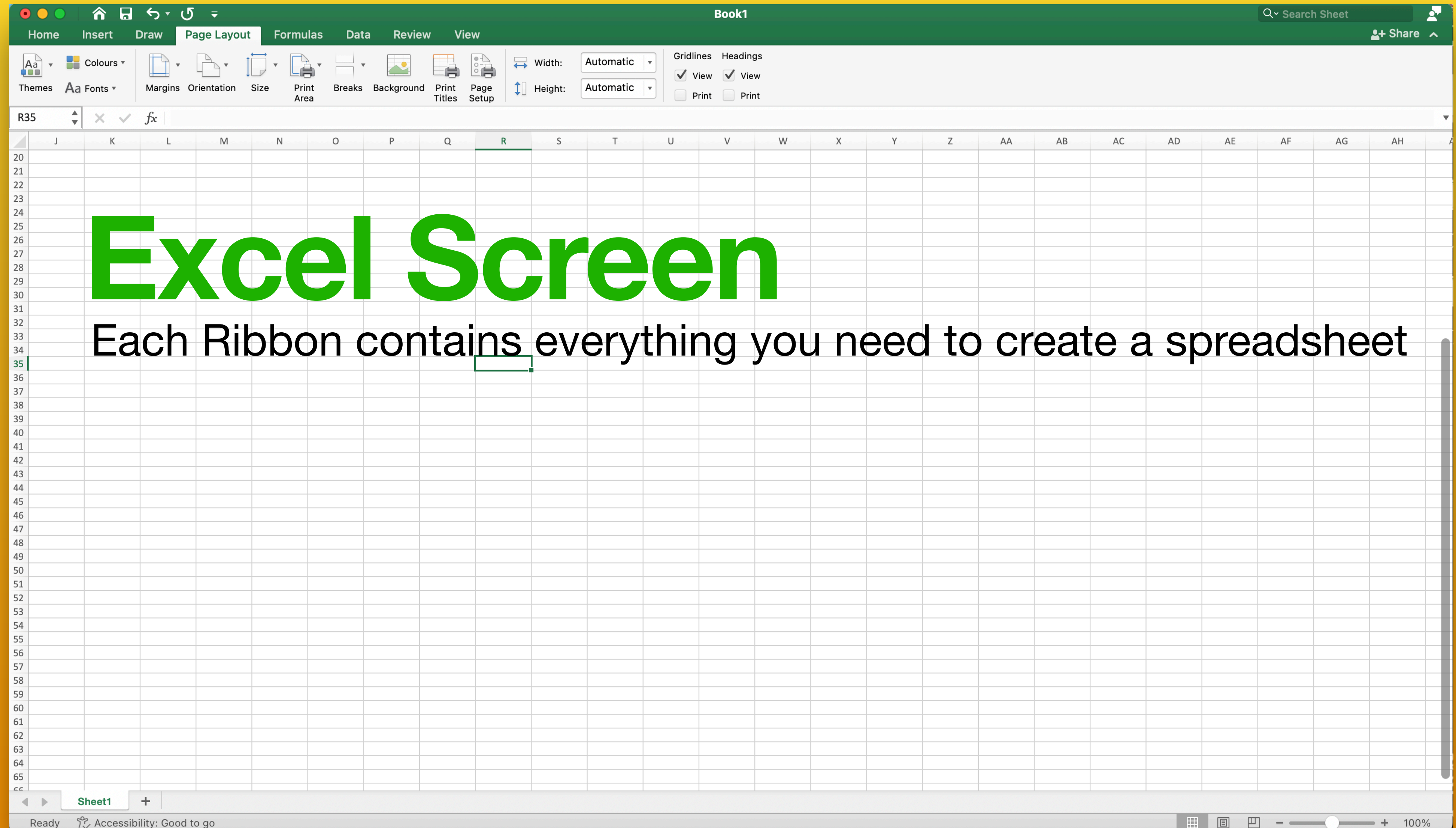


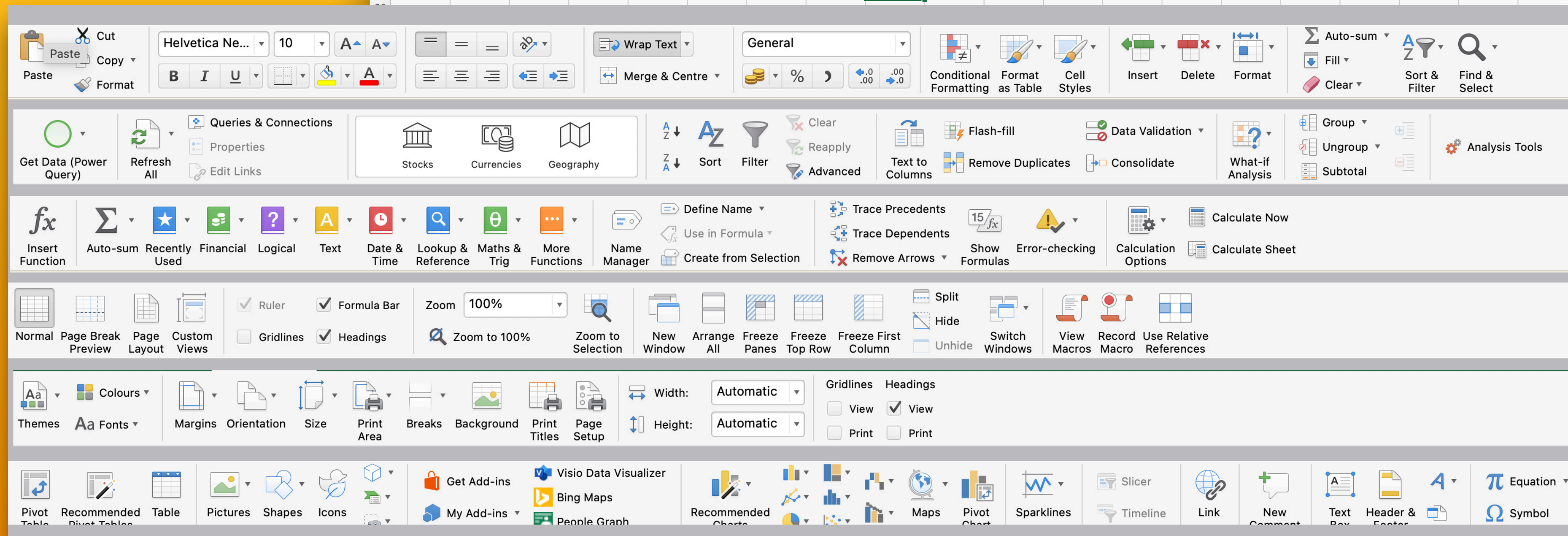
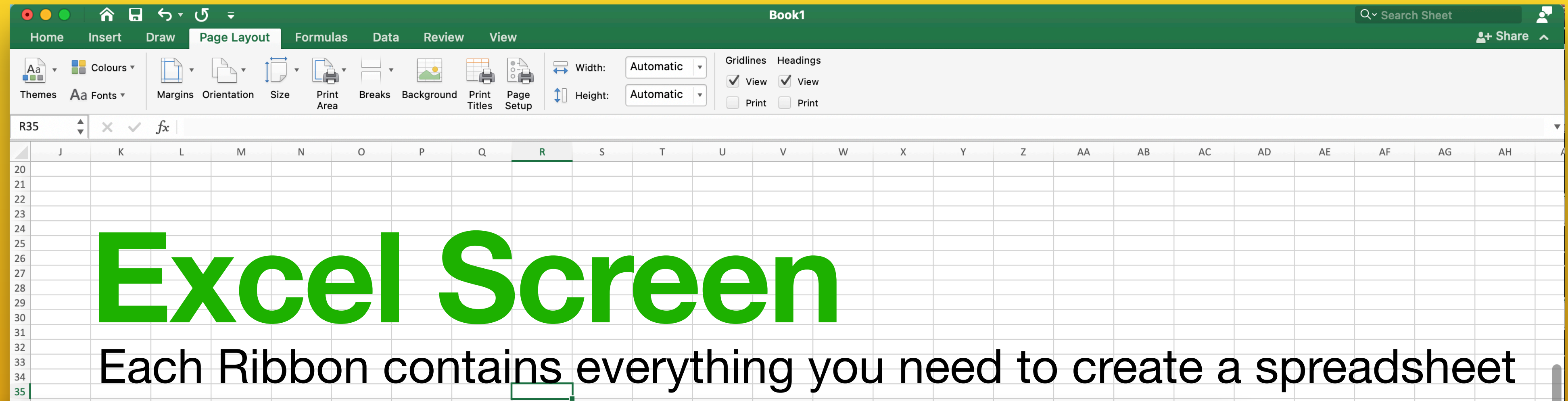


The screenshot displays the Microsoft Excel application window. The title bar at the top reads "Book1". The ribbon menu is set to "Page Layout", with other visible tabs including Home, Insert, Draw, Formulas, Data, Review, and View. The ribbon contains various icons for page setup, such as Margins, Orientation, Size, Print Area, Breaks, Background, Print Titles, and Page Setup. On the right side of the ribbon, there are settings for Width and Height (both set to "Automatic") and checkboxes for Gridlines and Headings. The main grid area shows columns J through AH and rows 20 through 65. A large green text overlay reads "Excel Screen". Below this, a smaller text block explains that the interface is called "Book 1" and features a set of 8 tabs (Ribbon) at the top, listing them: Home, Insert, Draw, Page Layout, Formulas, Data, Review, and View. The status bar at the bottom indicates "Ready" and "Accessibility: Good to go".

Excel Screen

This is called "*Book 1*" and comes complete with, typically, a set of 8 tabs, at top of screen called **Ribbons** (Home, Insert, Draw, Page Layout, Formulas, Data, Review, and View)



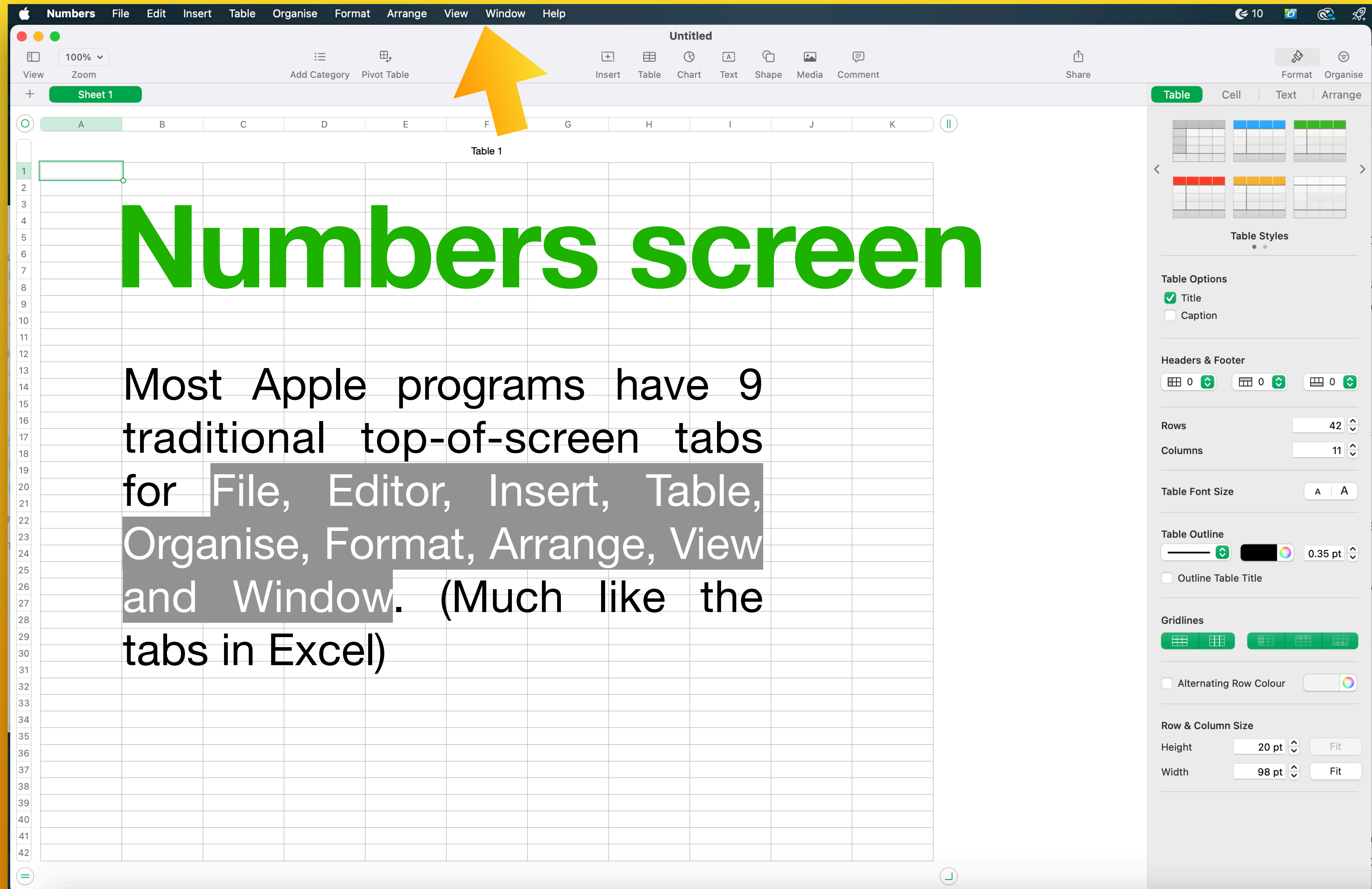


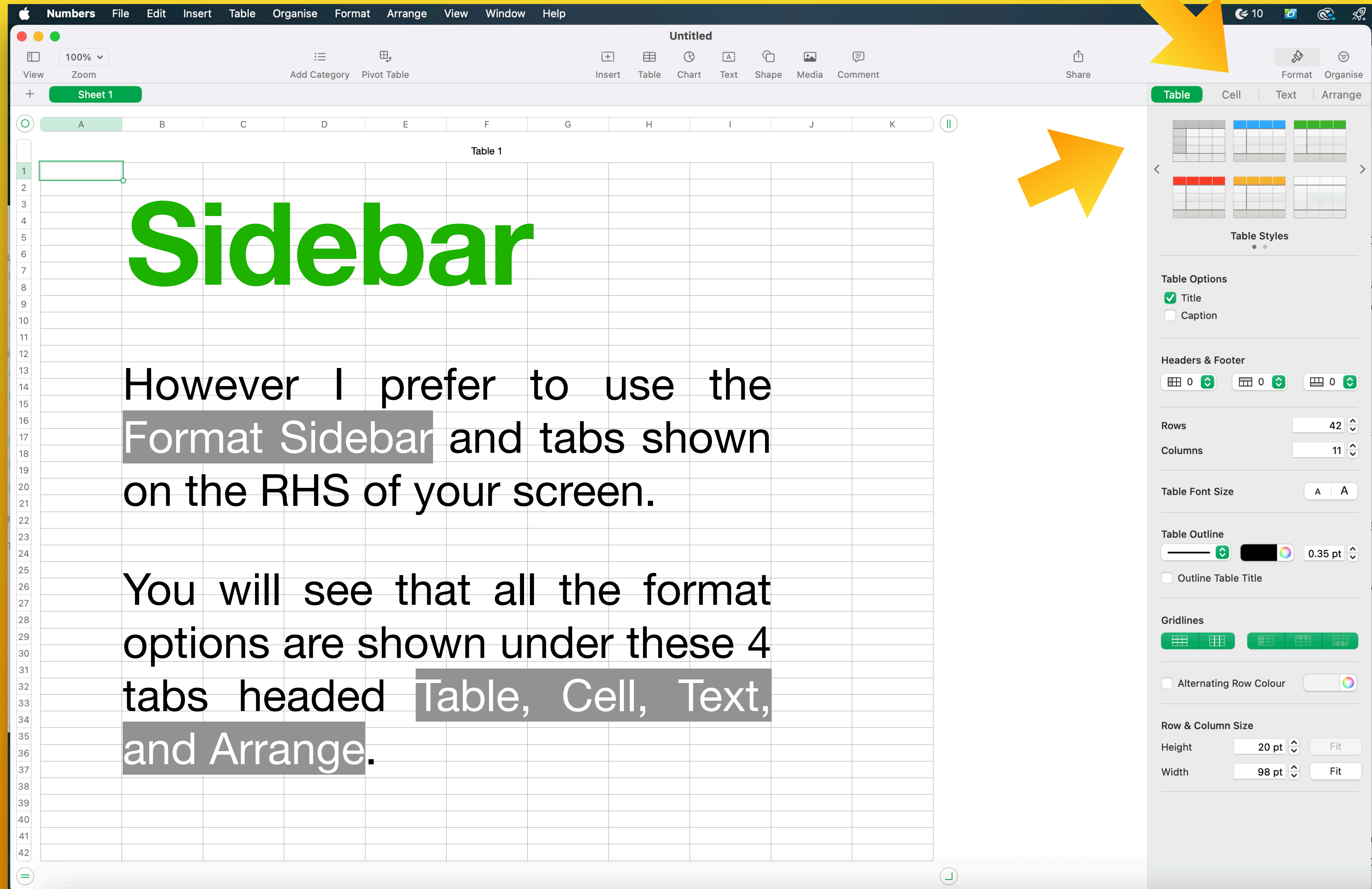
And more!

The screenshot shows the Numbers application window titled "Untitled". The menu bar includes "Numbers", "File", "Edit", "Insert", "Table", "Organise", "Format", "Arrange", "View", "Window", and "Help". The toolbar contains icons for "View", "Zoom", "Add Category", "Pivot Table", "Insert", "Table", "Chart", "Text", "Shape", "Media", "Comment", "Share", "Format", and "Organise". The spreadsheet grid shows columns A through K, with column K circled in red. The rows are numbered 1 through 42, with row 42 circled in red. The text "In Numbers" is written in a large green font. Below it, a paragraph reads: "When opening a new Numbers spreadsheet you would normally select the standard 'Blank' template resulting in a manageable table of just **11 columns** wide and **42 rows** deep." The right-hand sidebar is open to the "Table" settings, showing options for "Table Styles", "Table Options" (Title checked, Caption unchecked), "Headers & Footer" (0 headers, 0 footers), "Rows" (42), "Columns" (11), "Table Font Size" (A), "Table Outline" (0.35 pt), "Gridlines" (checked), "Alternating Row Colour" (unchecked), and "Row & Column Size" (Height: 20 pt, Width: 98 pt).

These can be resized, larger or indeed smaller as required. Either by employing the **TABLE** tab (top of screen) or by dragging the **handles** shown at the end of the column and row numbers.

The screenshot displays the Numbers application interface. At the top, the menu bar includes 'Numbers', 'File', 'Edit', 'Insert', 'Table', 'Organise', 'Format', 'Arrange', 'View', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'View', 'Zoom', 'Add Category', 'Pivot Table', 'Insert', 'Table', 'Chart', 'Text', 'Shape', 'Media', 'Comment', and 'Share'. The main workspace shows a grid with columns labeled A through K and rows numbered 1 through 42. A table titled 'Table 1' is visible, starting from cell A1. On the right side, there is a settings panel with tabs for 'Table', 'Cell', 'Text', and 'Arrange'. The 'Table' tab is active, showing various table styles and options. The 'Table Options' section includes checkboxes for 'Title' (checked) and 'Caption'. The 'Headers & Footer' section shows three grid icons. The 'Rows' and 'Columns' sections have input fields for 42 and 11 respectively. The 'Table Font Size' section has 'A' and 'A' buttons. The 'Table Outline' section has a color and width selector set to 0.35 pt. The 'Gridlines' section has a checked box and a color selector. The 'Row & Column Size' section has input fields for Height (20 pt) and Width (98 pt), each with a 'Fit' button. Three orange arrows point to the 'TABLE' tab, the column handles at the bottom of the grid, and the settings panel.





The screenshot displays the Numbers application window. The main area is a spreadsheet with a table titled "Table 1" starting at row 1, column A. The sidebar on the right is open to the "Table" tab, showing various formatting options. Two yellow arrows point to the "Table" tab and the "Table Styles" section of the sidebar.

Sidebar

However I prefer to use the **Format Sidebar** and tabs shown on the RHS of your screen.

You will see that all the format options are shown under these 4 tabs headed **Table, Cell, Text,** and **Arrange.**

Table Options

- Title
- Caption

Headers & Footer

Grids: 0, 0, 0

Rows: 42

Columns: 11

Table Font Size: A A

Table Outline

0.35 pt

Outline Table Title

Gridlines

Alternating Row Colour

Row & Column Size

Height: 20 pt (Fit)

Width: 98 pt (Fit)

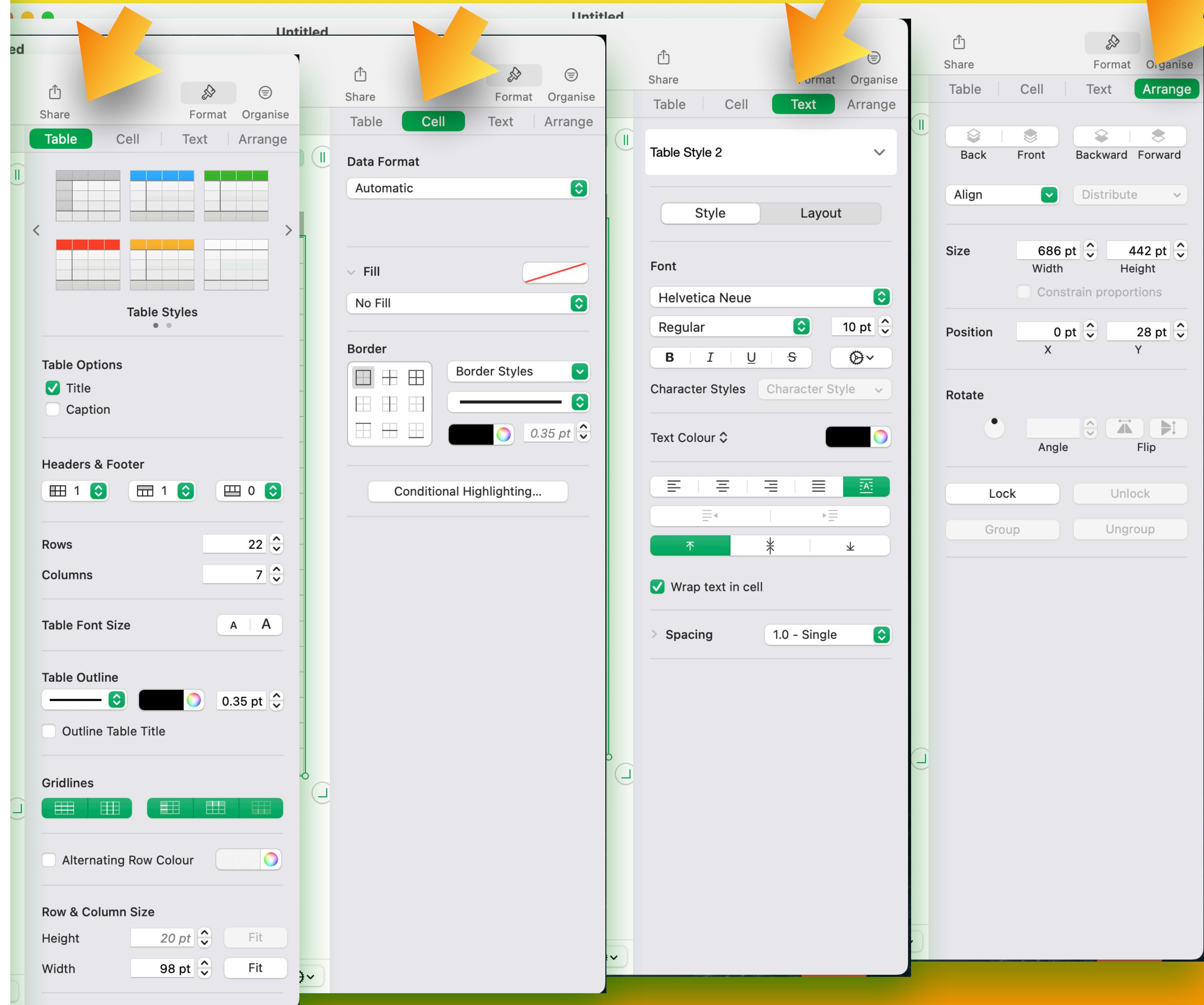
The 4 Side Menu Panes

Table Number of columns and rows, Title yes/no, table font size, gridlines, Row and Col height and width

Cell Format as Number, Percentage, Currency, Text, Date, Tick box etc. Colours for fills & borders and grid line choices

Text Font, style, point size, line spce, Colour, Justify L/R/Centre, Spacing, drop caps tabs etc.

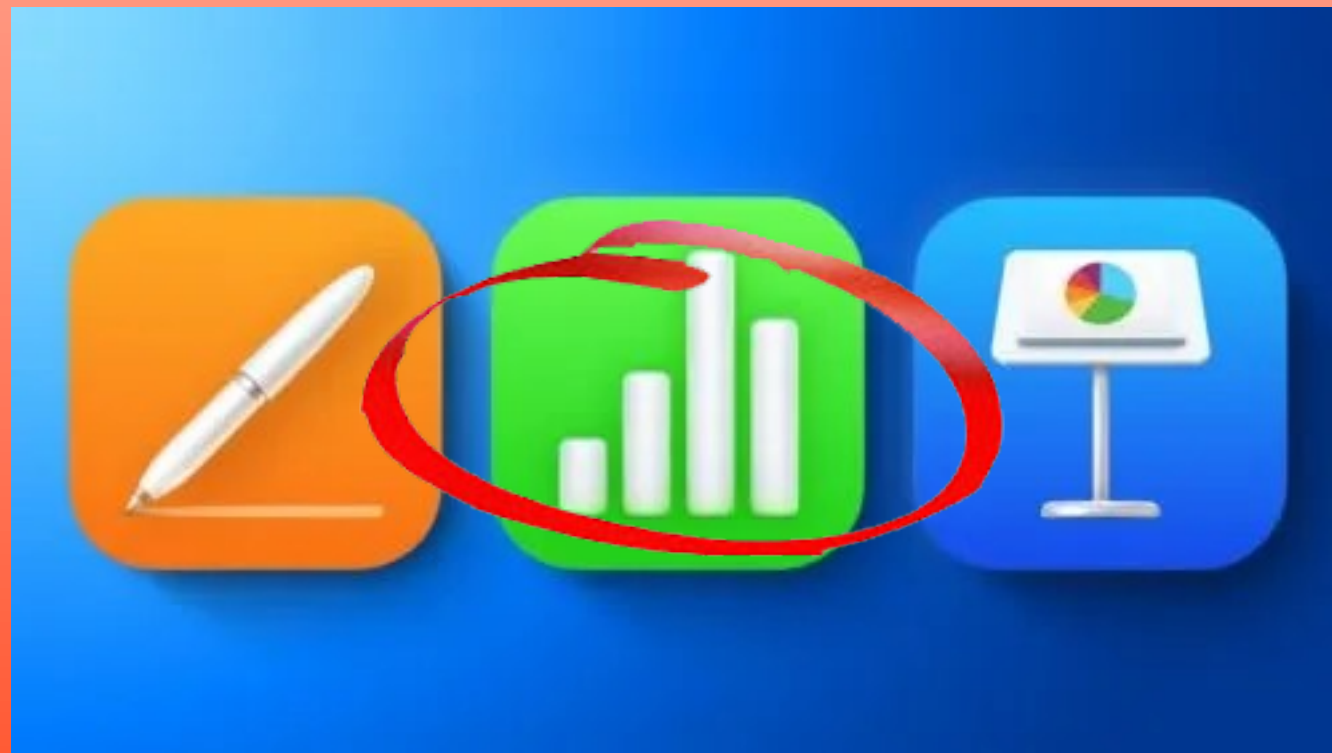
Arrange Arrange layers to front, mid, and back layers, Align, rotate, lock and unlock elements



The screenshot shows the Numbers Desktop application interface. The main workspace is a spreadsheet with a grid. A text box is placed in the center of the grid, containing the text: "So let's populate your Numbers Desktop with additional tables, text boxes, and images." Below this, another text box in green contains the text: "And ultimately create a visual layout for presentation and output to screen printer or pdf." The right-hand side of the application features a "Table" style panel with various options: "Table Options" (Title checked, Caption unchecked), "Headers & Footer" (0 headers, 0 footers), "Rows" (42), "Columns" (11), "Table Font Size" (A), "Table Outline" (0.35 pt), "Gridlines" (checked), "Alternating Row Colour" (unchecked), and "Row & Column Size" (Height: 20 pt, Width: 98 pt).

Build a New Spreadsheet

Click on the Numbers Icon

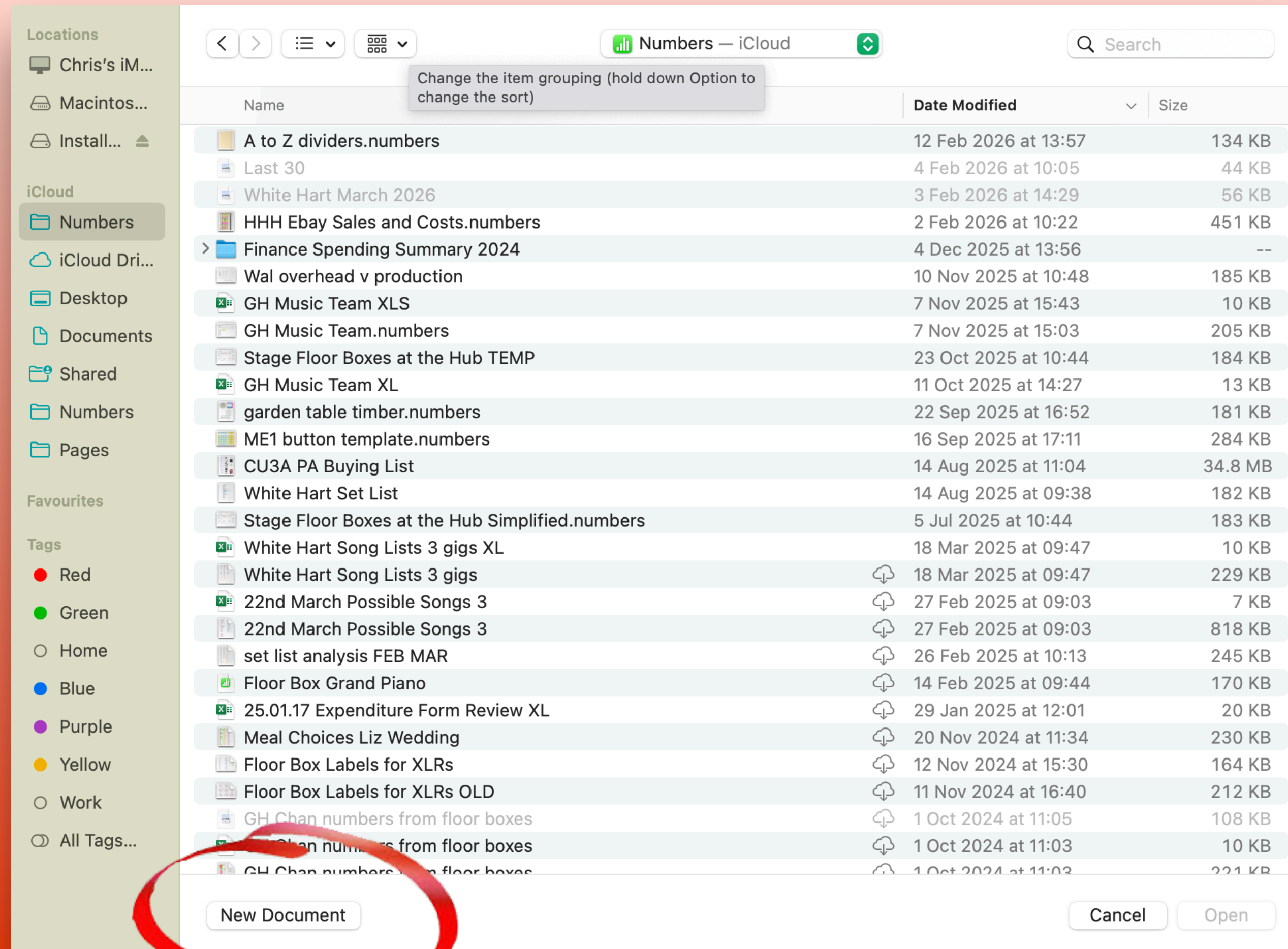


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Example

Select 'New Document'



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Example

Select 'Untitled'
Template

Click 'Create'

The screenshot shows the 'Choose a Template' dialog in Microsoft Excel. The left sidebar lists categories: All Templates, Recents, Basic, Personal Finance, Personal, Business, Education, and My Templates. The main area displays templates under three categories: Recents, Basic, and Personal Finance. The 'Untitled' template in the Recents section is highlighted with a green border and a red circle. The 'Create' button at the bottom right is also highlighted with a red circle. In the background, a file list is visible with columns for file name, date, and size.

File Name	Date	Size
Floor Box Labels for XLRs OLD	11 Nov 2024 at 16:40	217 KB
GH Chan numbers from floor boxes	1 Oct 2024 at 14:05	108 KB
GH Chan numbers from floor boxes	1 Oct 2024 at 11:03	10 KB
GH Chan numbers from floor boxes	1 Oct 2024 at 11:03	221 KB

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Example

Your new empty table
is the default size

Choose a Template

Recents

Attendance Sheet - October 2024

INVOICE

MY RUNNING LOG

Untitled

100% Zoom

View Add Category Pivot Table Insert Table Chart Text Shape Media Comment Share

Format Organise

Table Cell Text Arrange

Table Styles

Table Options

- Title
- Caption

Headers & Footer

Rows 42

Columns 11

Table Font Size A A

Table Outline

0.35 pt

Outline Table Title

Gridlines

Alternating Row Colour

11 columns wide x 42 rows deep

Example

Reduce to 4 columns
Wide

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main area displays a table with 42 rows and 4 columns, labeled "Table 1". The columns are labeled A, B, C, and D. A yellow arrow points to the column headers. The right sidebar shows the "Table" formatting panel with the following settings:

- Table Styles:** A selection of various table styles.
- Table Options:**
 - Title
 - Caption
- Headers & Footer:** Three dropdown menus, each showing "0".
- Rows:** 42
- Columns:** 4
- Table Font Size:** A | A
- Table Outline:** A line style selector, a color selector, and a size of 0.35 pt.
- Outline Table Title
- Gridlines:** A selection of gridline styles.
- Alternating Row Colour
- Row & Column Size:**
 - Height: 20 pt, Fit
 - Width: 98 pt, Fit

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Example

Reduce to 4 columns
wide

and to 10 rows high

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main workspace displays a table with 10 rows and 4 columns, labeled "Table 1". The columns are labeled A, B, C, and D. A yellow arrow points to the bottom-right corner handle of the table. The right sidebar is open to the "Table" format panel, which includes the following settings:

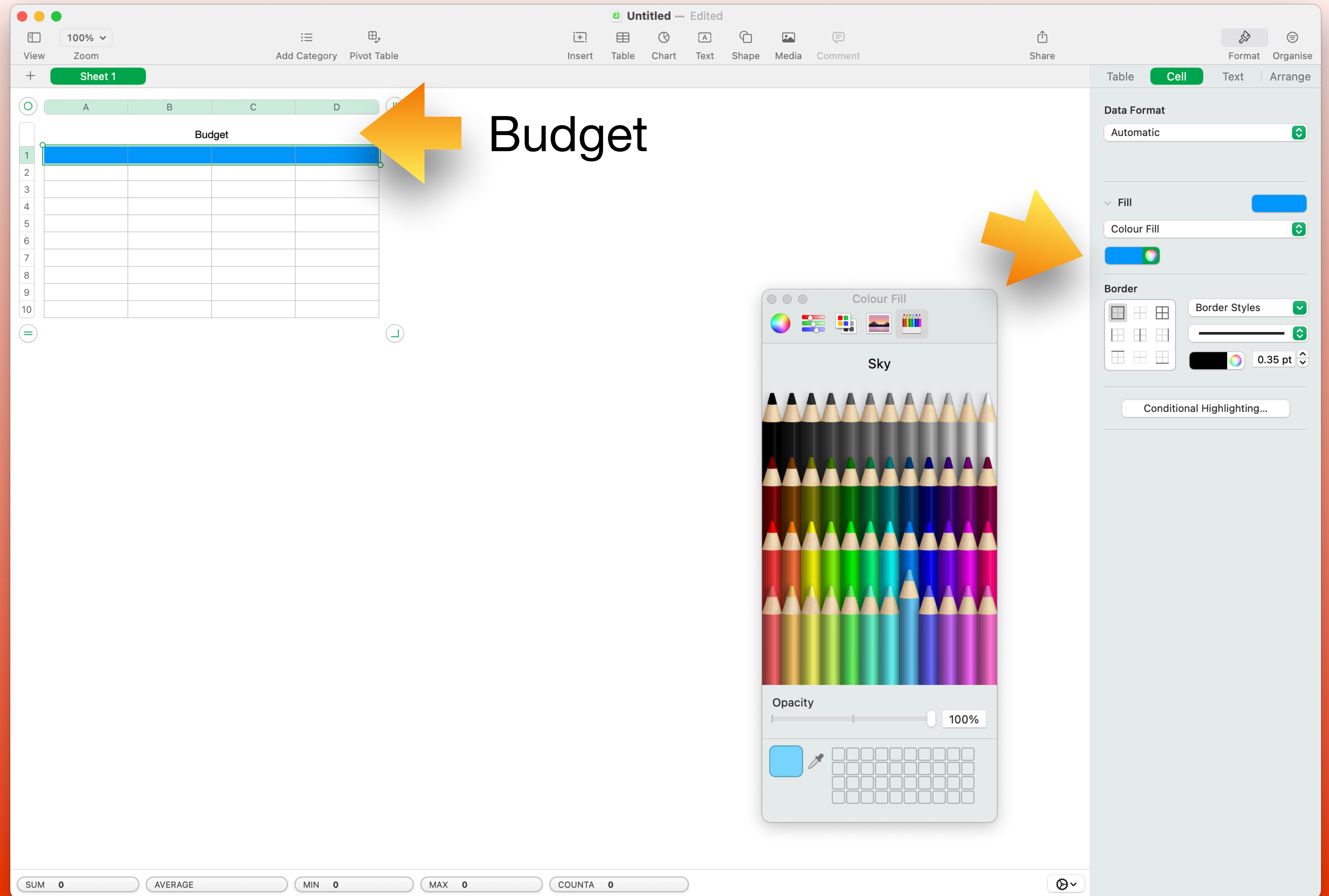
- Table Styles:** A selection of various table styles with different colors and borders.
- Table Options:** Title, Caption
- Headers & Footer:** Three dropdown menus, each showing "0".
- Rows:** 10
- Columns:** 4
- Table Font Size:** A A
- Table Outline:** A line style selector, a color selector, and a size of 0.35 pt. Outline Table Title
- Gridlines:** A selection of gridline styles.
- Alternating Row Colour:** Alternating Row Colour
- Row & Column Size:** Height: 20 pt (Fit), Width: 98 pt (Fit)

Example

Add a title

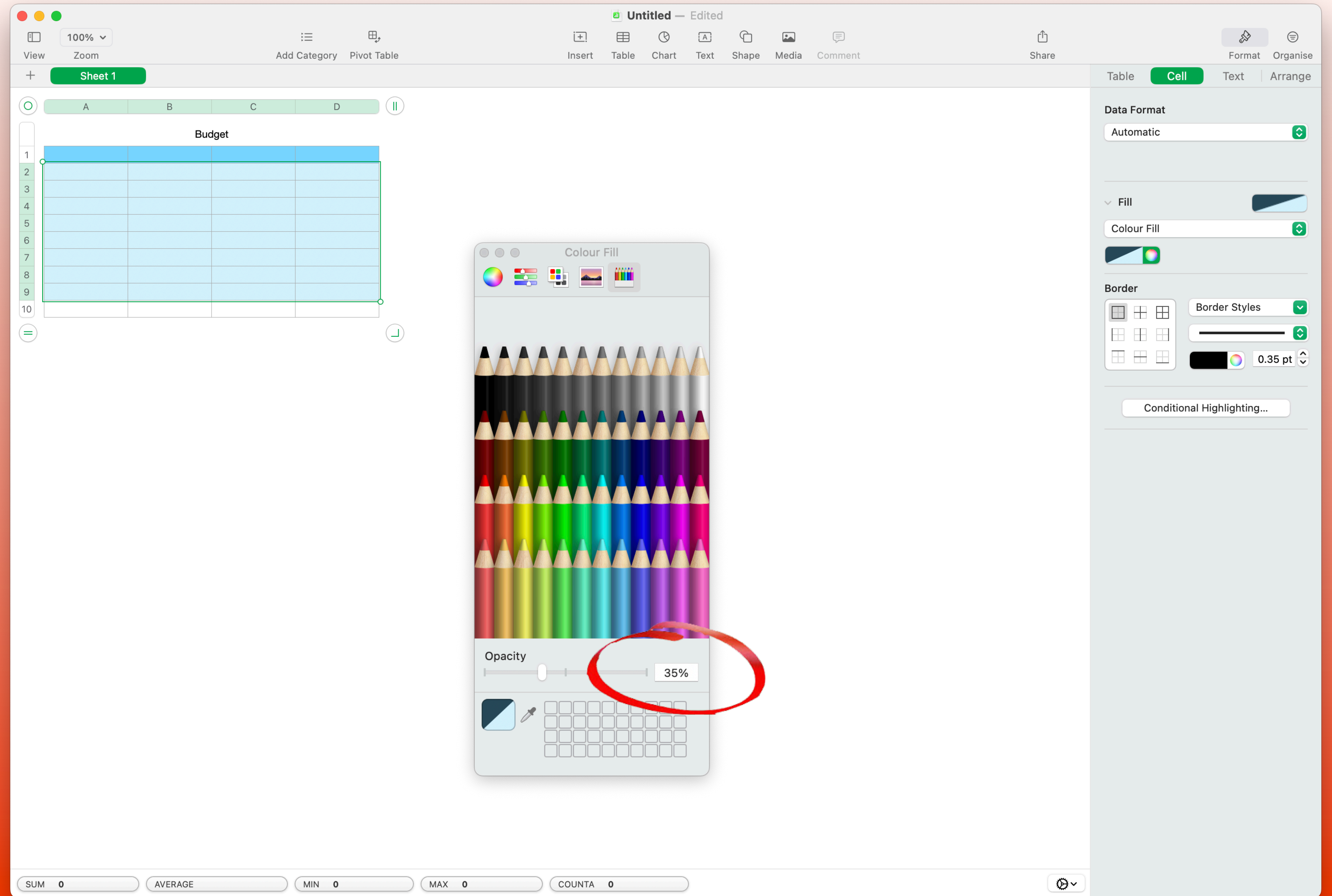
and

Add some colour



Example

Add a lighter shade to the body of the table

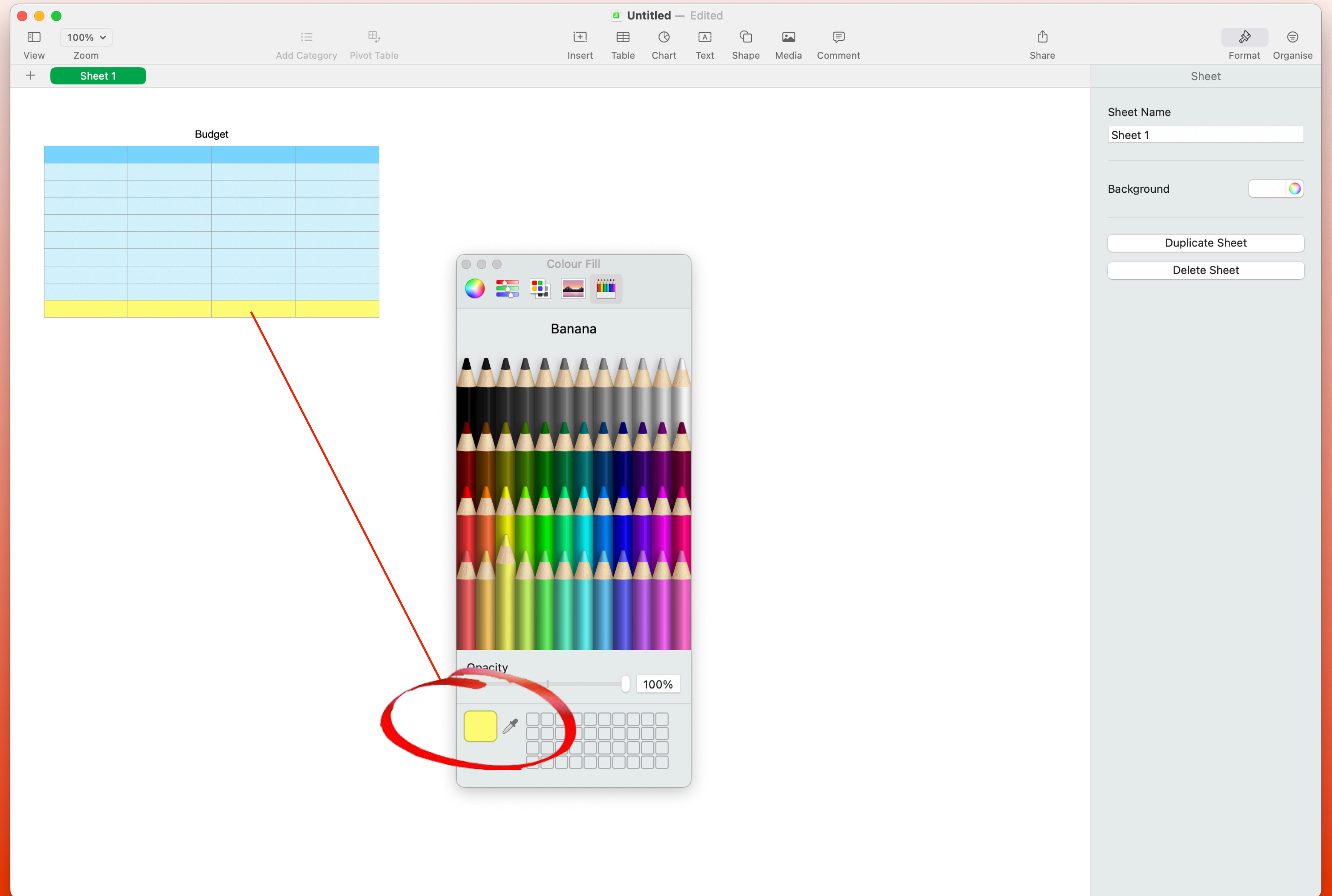


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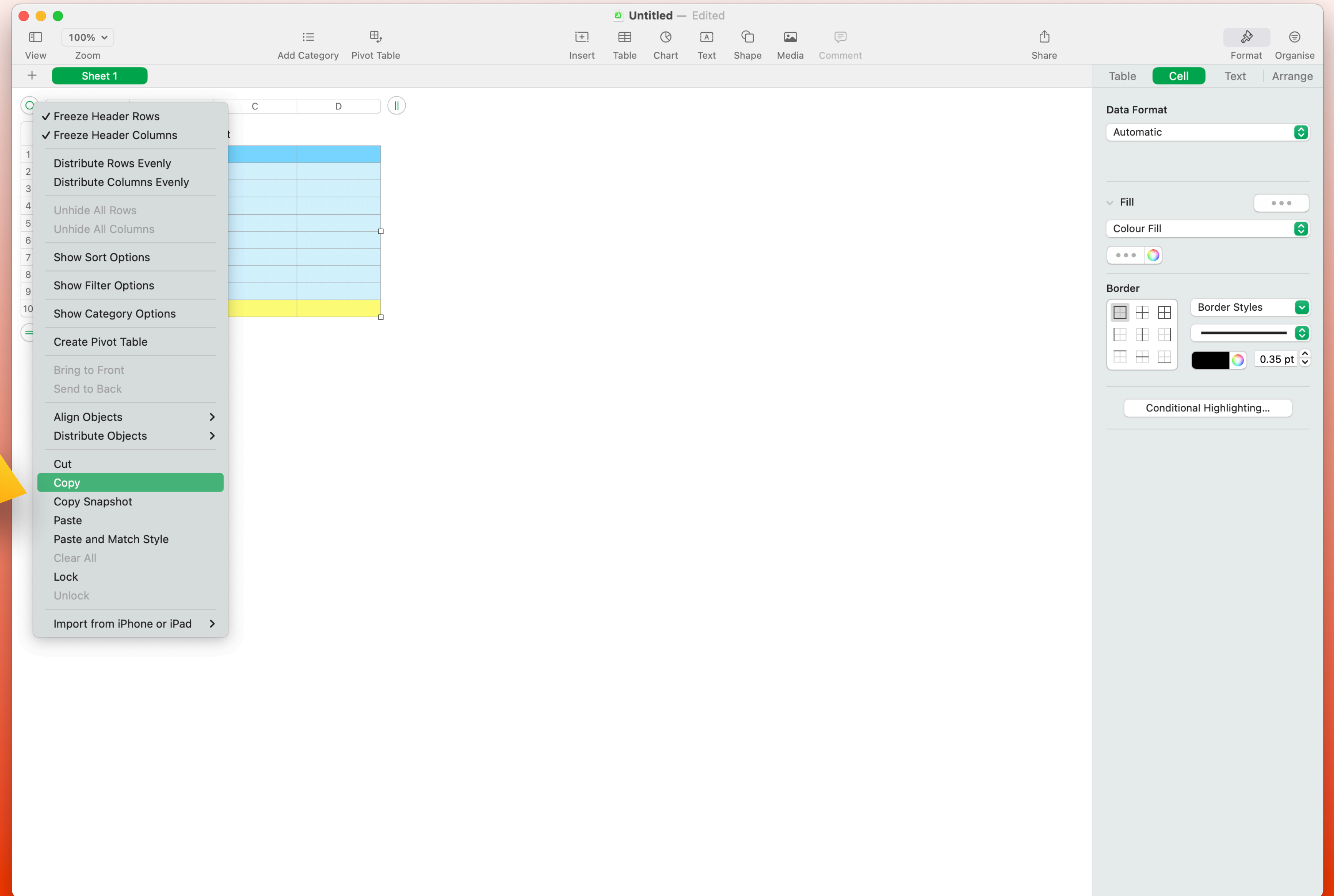
Example

Add another colour for the Totals row



Example

And to save time,
Make a copy as a
2nd Table

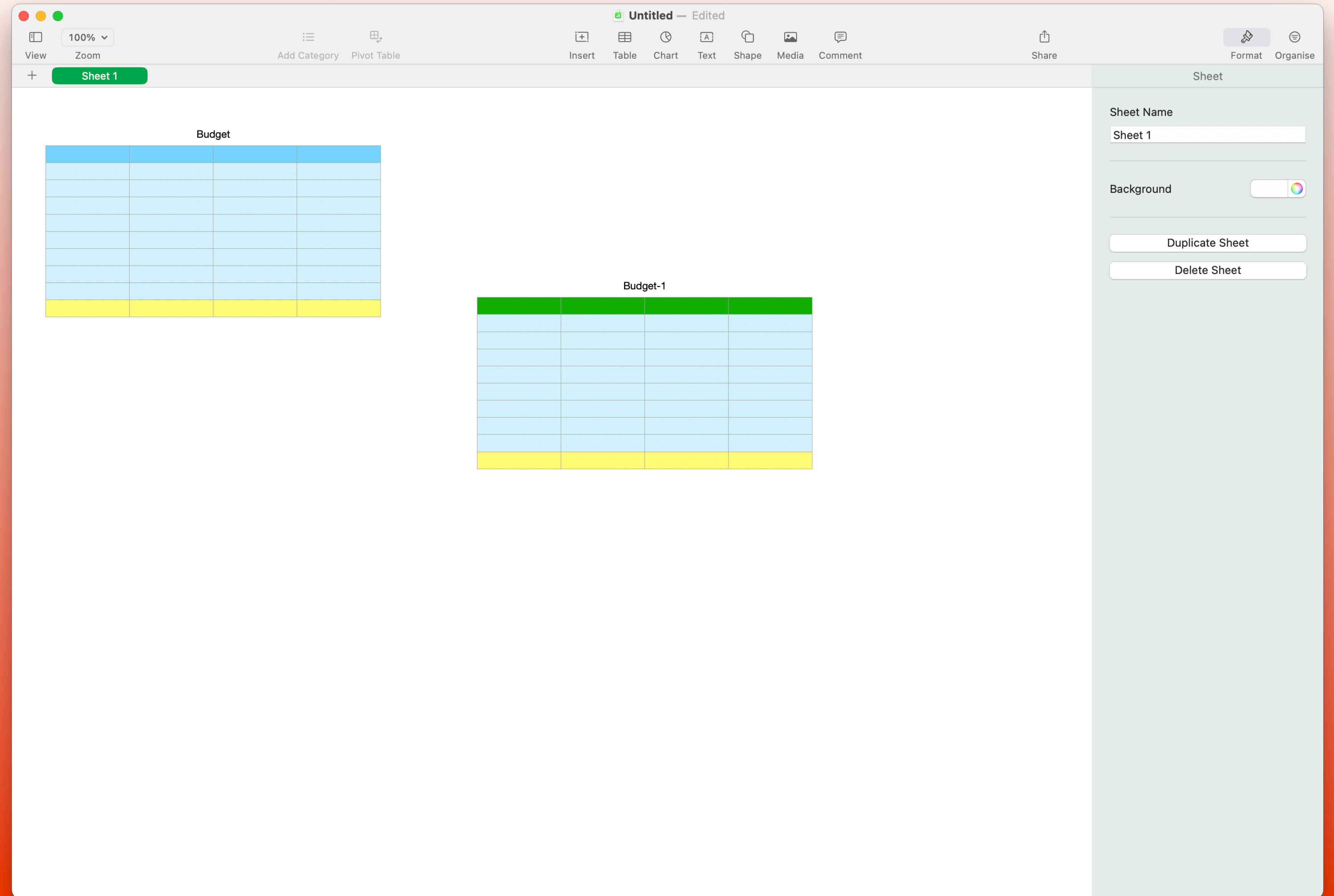


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Example

Oops – added a colour too soon!



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Example

Add more colour as required

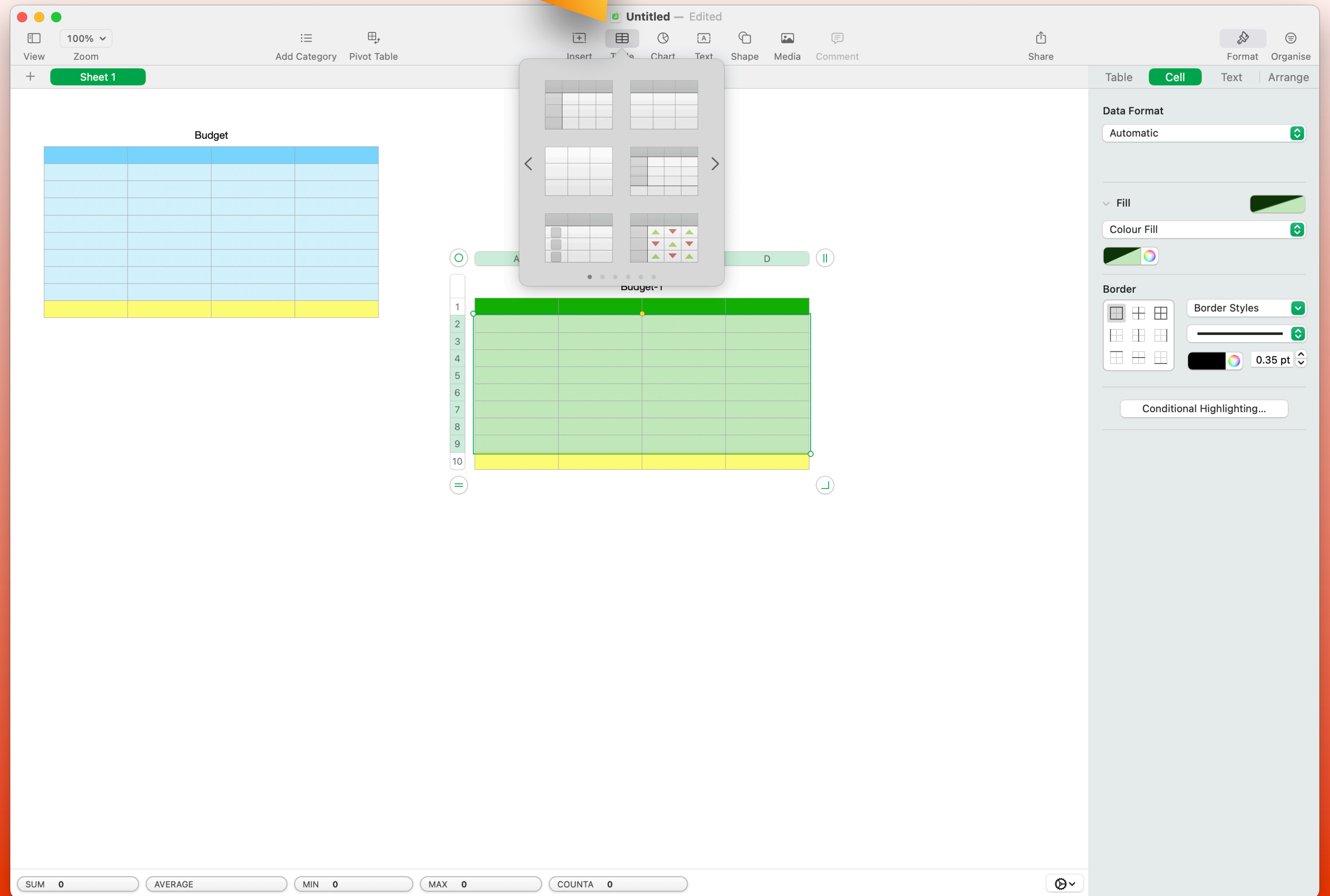
The screenshot shows the Numbers application interface. At the top, the title bar reads "Untitled - Edited". The menu bar includes "View", "Zoom", "Add Category", "Pivot Table", "Insert", "Table", "Chart", "Text", "Shape", "Media", "Comment", "Share", "Format", and "Organise". The "Cell" format panel is open on the right, showing "Data Format" set to "Automatic", "Fill" set to "Colour Fill", and "Border" set to "0.35 pt". A "Colour Fill" palette is open in the foreground, displaying a grid of colored pencils and a "30%" opacity slider. The spreadsheet contains two tables: "Budget" (a 4x4 grid with a blue header and yellow footer) and "Budget-1" (a 10x4 grid with a green header and yellow footer). The status bar at the bottom shows "SUM 0", "AVERAGE", "MIN 0", "MAX 0", and "COUNTA 0".

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Example

This time add a third table using the shortcut shown on the top ribbon



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Example

The third table ...

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The interface includes a menu bar with options like View, Zoom, Add Category, Pivot Table, Insert, Table, Chart, Text, Shape, Media, Comment, Share, Format, and Organise. A toolbar below the menu bar contains icons for these functions. The main workspace displays three tables:

- Budget**: A table with 10 rows and 5 columns. The top row is light blue, and the bottom row is yellow.
- Budget-1**: A table with 10 rows and 5 columns. The top row is green, and the bottom row is yellow.
- Table 1**: A standard white table with 10 rows and 5 columns, showing column headers A-E and row numbers 1-10. A large orange arrow points to the right side of this table.

On the right side, a sidebar titled "Table" is open, showing various formatting options:

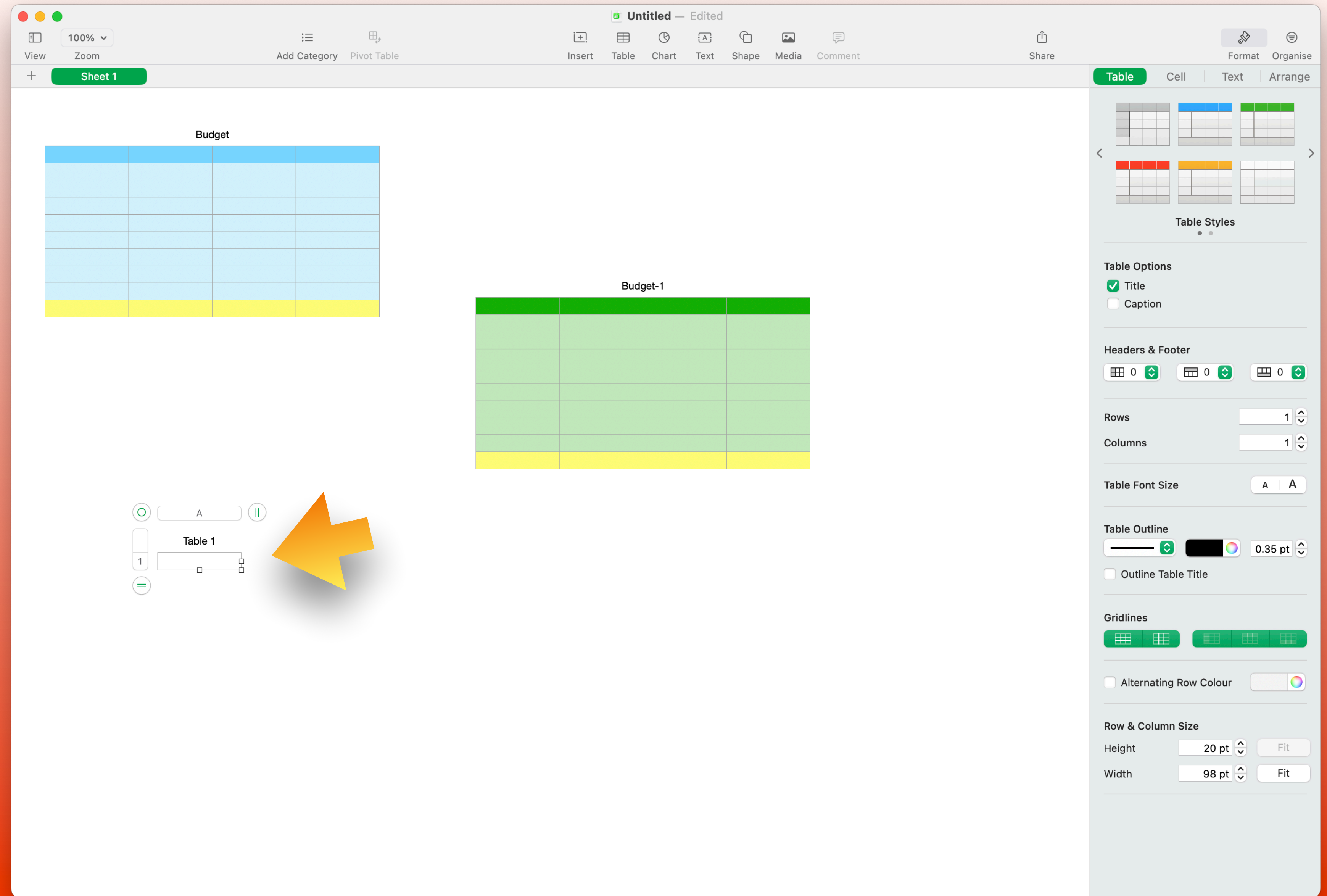
- Table Styles**: A gallery of different table styles with various color schemes.
- Table Options**: Checkboxes for "Title" (checked) and "Caption".
- Headers & Footer**: Controls for header and footer row counts, each set to 0.
- Rows**: A dropdown menu set to 10.
- Columns**: A dropdown menu set to 5.
- Table Font Size**: A dropdown menu set to "A".
- Table Outline**: A color picker set to black and a line width dropdown set to 0.35 pt. There is also an unchecked checkbox for "Outline Table Title".
- Gridlines**: A section with icons for different gridline styles and an unchecked checkbox for "Alternating Row Colour".
- Row & Column Size**: Controls for "Height" (set to 20 pt) and "Width" (set to 98 pt), each with a "Fit" button.

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Example

Reduce to 1 column
wide and 2 rows high



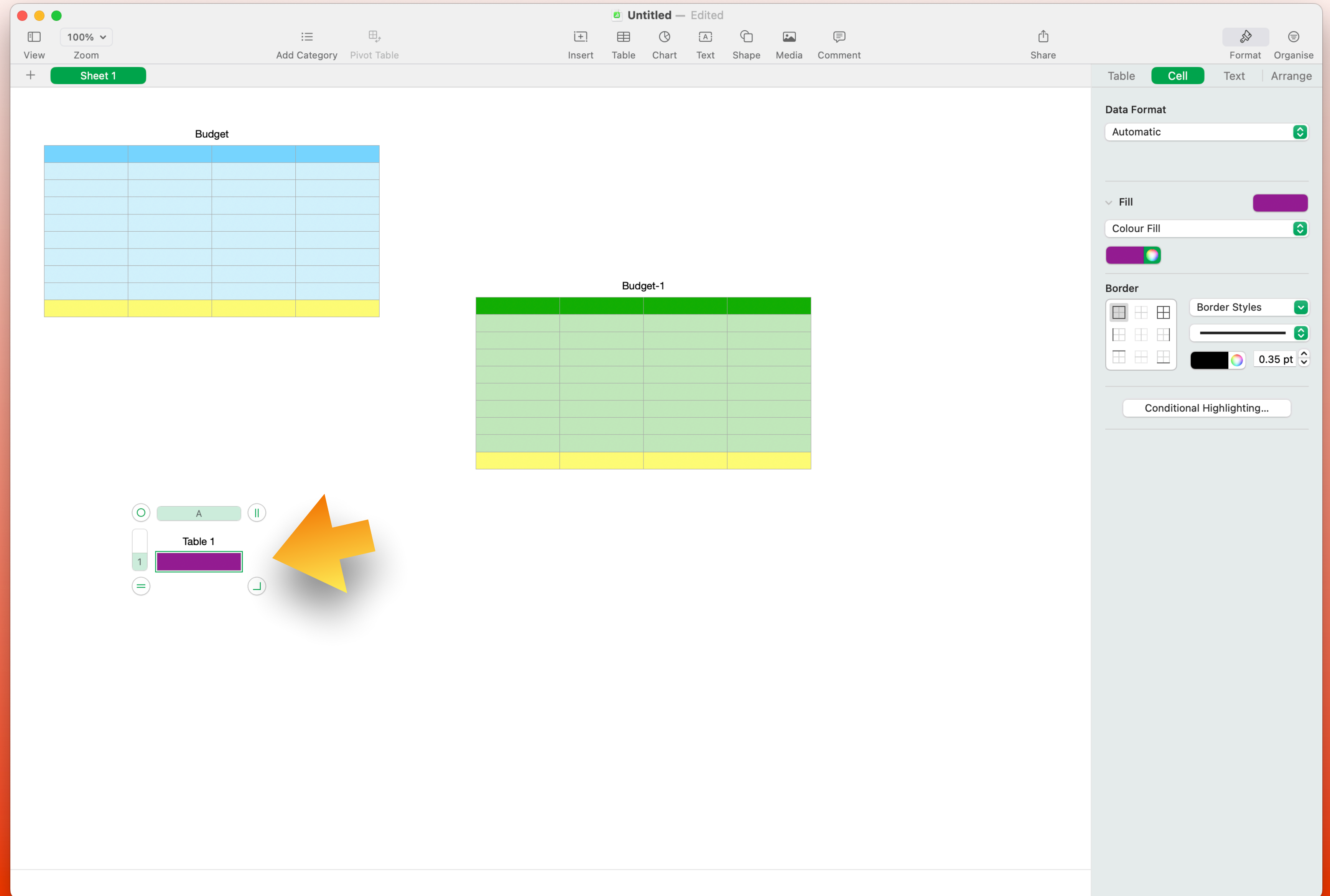
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Example

Add some colour to
Table 3

This will be our "Grand
Total" display



Example

Add some data to the first 2 tables

Then add a Sum total to each using the drop down

The screenshot shows the Numbers application interface. The 'Budget' table is highlighted in blue and the 'Bar Drinks' table is highlighted in green. A red circle highlights the 'Sum' option in the 'New Formula' dropdown menu. Orange arrows point from the dropdown to the tables. A purple bar labeled 'Grand Total' is visible below the tables. The status bar at the bottom shows summary statistics for the selected cells.

1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say	£ 65.00
6				
7				
8				
9				
10				

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00

Grand Total

Statistical Summary: SUM £1,495.00, AVERAGE £373.75, MIN £65.00, MAX £880.00, COUNTA 4

Example

Click on Table 3 to create a formula

Add the 2 totals from tables 1 & 2

The screenshot shows a spreadsheet application with two tables and a formula bar. The first table, titled "Budget", has columns A, B, C, and D. The second table, titled "Bar Drinks", also has columns A, B, C, and D. A formula bar at the bottom shows the formula $=\text{Budget}::\text{D10} + \text{Bar Drinks}::\text{D10}$. A function panel on the right shows the ABS function details.

	A	B	C	D
1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say	£ 65.00
6				
7				
8				
9				
10			£	1,495.00

	A	B	C	D
1				
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

Formula Bar: $=\text{Budget}::\text{D10} + \text{Bar Drinks}::\text{D10}$

Function Panel: **ABS**
The ABS function returns the absolute value of a number value or of a duration value.
ABS(num-dur)
• num-dur: A number value or duration value.
Notes
• The result returned by ABS is either a positive number value, positive duration value, or 0.
Examples
=ABS(A1) returns 5, if cell A1 contains 5.
=ABS(8-5) returns 3.
=ABS(5-8) returns 3.
=ABS(0) returns 0.
=ABS(B1) returns 0, if cell B1 is empty.

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Example

Now we will arrange
the 3 tables for
presentation

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The interface includes a menu bar with options like View, Zoom, Add Category, Pivot Table, Insert, Table, Chart, Text, Shape, Media, Comment, Share, Format, and Organise. A sidebar on the right is titled "Sheet" and contains options for Sheet Name (Sheet 1), Background, Duplicate Sheet, and Delete Sheet. The main workspace contains three tables:

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

				£1823.00
--	--	--	--	----------

Cu3a

Mac user group

Example

Now we will arrange the 3 tables for presentation

1

The screenshot shows a spreadsheet application with three tables. The 'Budget' table is blue, the 'Bar Drinks' table is green, and the 'Grand Total' table is purple. The application interface includes a menu bar, a toolbar, and a right-hand sidebar with formatting options.

Budget			
1			
2	Hall Hire		£ 250.00
3	Caterer	44	£20.00 £ 880.00
4	DJ		£ 300.00
5	Decorations		Say £ 65.00
6			
7			
8			
9			
10			

Bar Drinks			
Beer		1	£50.00 £50.00
Wine	1,495.00	20	£8.50 £170.00
Soft Drinks		40	£2.70 £108.00
			£328.00

Grand Total	
	£1823.00

Example

Now we will arrange the 3 tables for presentation

1, 2

The screenshot shows a spreadsheet application with three tables. The 'Budget' table is on the left, the 'Bar Drinks' table is in the middle, and the 'Grand Total' is at the bottom. The 'Grand Total' cell is highlighted in purple and contains the value £1823.00.

1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say	£ 65.00
6				
7				
8				
9				
10			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total				£1823.00
-------------	--	--	--	----------

Example

Now we will arrange the 3 tables for presentation

1, 2, 3, 4, 5

The screenshot shows a spreadsheet application with two tables. The first table, titled "Budget", has a blue header and lists expenses: Hall Hire (£250.00), Caterer (44 units at £20.00 each, totaling £880.00), DJ (£300.00), and Decorations (Say £65.00). The second table, titled "Bar Drinks", has a green header and lists items: Beer (1 unit at £50.00, totaling £50.00), Wine (20 units at £8.50 each, totaling £170.00), and Soft Drinks (40 units at £2.70 each, totaling £108.00). A formula bar at the bottom shows the sum of Budget::D10 and Bar Drinks::D10, resulting in £1823.00. A right-hand sidebar shows text formatting options like font, size, and color.

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Formula: Budget::D10 + Bar Drinks::D10

Example

Now we will arrange the 3 tables for presentation

1, 2, 3, 4, 5, 6

The screenshot shows a spreadsheet application with the following data:

			£	
Hall Hire				250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total				£1823.00
-------------	--	--	--	----------

The spreadsheet interface includes a menu bar with options like 'View', 'Zoom', 'Add Category', 'Pivot Table', 'Insert', 'Table', 'Chart', 'Text', 'Shape', 'Media', 'Comment', 'Share', 'Format', and 'Organise'. A right-hand sidebar shows formatting options for 'Table Style 2*', 'Style', 'Layout', 'Font' (Helvetica Neue, Regular, 10 pt), 'Text Colour', and 'Spacing' (1.0 - Single).

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Example

Now we will arrange the 3 tables for presentation

1, 2, 3, 4, 5, 6, 7

The screenshot shows a spreadsheet application with three tables. The top table, 'Budget', has a blue header and a yellow footer. The middle table, 'Bar Drinks', has a green header and a yellow footer. The bottom table, 'Grand Total', has a purple footer. The right-hand sidebar contains various formatting options for the selected table.

			£	
Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total			
			£1823.00

Cu3a

Mac user group

Example

Now we will arrange
the 3 tables for
presentation

1, 2, 3, 4, 5, 6, 7, 8

Perhaps resize font
size for the Grand Total

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The spreadsheet contains three tables:

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

				£1823.00
--	--	--	--	----------

Cu3a

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Example

Add a 4th Table for our guest list.

To do this:
Click on the Table button at top of page and choose your style.

The screenshot shows the Cu3a spreadsheet application interface. The main workspace contains three tables:

			£	
Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total				
				£1823.00

The application interface includes a top toolbar with buttons for View, Zoom, Add Category, Pivot Table, Insert, Table, Chart, Text, Shape, Media, Comment, Share, Format, and Organise. A yellow arrow points to the 'Table' button. A table insertion menu is open, showing various grid styles. The right sidebar contains a 'Sheet' panel with fields for Sheet Name (Sheet 1), Background, and buttons for Duplicate Sheet and Delete Sheet.

Example

Add your guests to this fourth table

The screenshot shows a spreadsheet application with the following content:

- Budget Table:**

			£	
Hall Hire				250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00
- Bar Drinks Table:**

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00
- Grand Total:**

Grand Total
£1823.00
- Table 1:**

	A	C	D	E
1				
2	Gail			
3	Derek			
4	Elaine			
5	John			
6	Dennis			
7	Nick			
8	Carolyn			
9	Michael			
10	Colin			
11	Silvia			
12	Val			
13	Rose			
14	Colleen			
15	Patricia			
16	Brian			
17	Mary			
18	Susie			
19	Mike			
20	Bill			
21	Michael			
22	Deborah			
23	Lesley			
24	Gail			
25	Derek			
26	Elaine			

The spreadsheet interface includes a menu bar with options like View, Zoom, Add Category, Pivot Table, Insert, Table, Chart, Text, Shape, Media, Comment, Share, Format, and Organise. A right-hand sidebar shows text formatting options such as Font (Helvetica Neue, Bold, 13 pt), Text Colour, and Spacing (1.0 - Single). A yellow arrow points to the header row of Table 1.

Example

Add your guests to this fourth table

You could also sort them alphabetically if you want using the Organise button (top RH corner)

The screenshot shows a spreadsheet application with the following content:

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total	
	£1823.00

	A	B	C	D	E
1					
2	Gail				
3	Derek				
4	Elaine				
5	John				
6	Dennis				
7	Nick				
8	Carolyn				
9	Michael				
10	Colin				
11	Silvia				
12	Val				
13	Rose				
14	Colleen				
15	Patricia				
16	Brian				
17	Mary				
18	Susie				
19	Mike				
20	Bill				
21	Michael				
22	Deborah				
23	Lesley				
24	Gail				
25	Derek				
26	Elaine				

The interface includes a top menu bar with options like 'View', 'Zoom', 'Add Category', 'Pivot Table', 'Insert', 'Table', 'Chart', 'Text', 'Shape', 'Media', 'Comment', 'Share', 'Format', and 'Organise'. A right-hand sidebar is open to the 'Text' formatting panel, showing settings for 'Table Style 2*', 'Font' (Helvetica Neue, Bold, 13 pt), 'Text Colour', and 'Spacing' (1.0 - Single). A yellow arrow in the top right corner points to the 'Organise' button in the top right of the application window.

Cu3a

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Example

Add some column titles

The screenshot shows a spreadsheet application with the following content:

Budget

			£	
Hall Hire			250.00	
Caterer	44	£20.00	880.00	
DJ			300.00	
Decorations		Say	65.00	
			£	1,495.00

Bar Drinks

Beer	1	£50.00	£50.00	
Wine	20	£8.50	£170.00	
Soft Drinks	40	£2.70	£108.00	
				£328.00

Grand Total
£1823.00

Table 1

	Invite Sent	Yes	No	Awaiting
1				
2	Gail			
3	Derek			
4	Elaine			
5	John			
6	Dennis			
7	Nick			
8	Carolyn			
9	Michael			
10	Colin			
11	Silvia			
12	Val			
13	Rose			
14	Colleen			
15	Patricia			
16	Brian			
17	Mary			
18	Susie			
19	Mike			
20	Bill			
21	Michael			
22	Deborah			
23	Lesley			
24	Gail			
25	Derek			
26	Elaine			

A yellow arrow points to the header row of Table 1.

Example

Add some tick boxes to
Col B

Find this on RHS of
screen. Go to Cell /
Data Format / Tickbox.

The screenshot shows a Numbers spreadsheet with three tables: Budget, Bar Drinks, and Table 1. A sidebar on the right is open to the 'Cell / Data Format' section, with 'Tickbox' selected. A yellow arrow points from the sidebar to column B of Table 1, and another yellow arrow points from the sidebar to the right.

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

	Invite Sent	Yes	No	Awaiting
1				
2	Gail	<input type="checkbox"/>		
3	Derek	<input type="checkbox"/>		
4	Elaine	<input type="checkbox"/>		
5	John	<input type="checkbox"/>		
6	Dennis	<input type="checkbox"/>		
7	Nick	<input type="checkbox"/>		
8	Carolyn	<input type="checkbox"/>		
9	Michael	<input type="checkbox"/>		
10	Colin	<input type="checkbox"/>		
11	Silvia	<input type="checkbox"/>		
12	Val	<input type="checkbox"/>		
13	Rose	<input type="checkbox"/>		
14	Colleen	<input type="checkbox"/>		
15	Patricia	<input type="checkbox"/>		
16	Brian	<input type="checkbox"/>		
17	Mary	<input type="checkbox"/>		
18	Susie	<input type="checkbox"/>		
19	Mike	<input type="checkbox"/>		
20	Bill	<input type="checkbox"/>		
21	Michael	<input type="checkbox"/>		
22	Deborah	<input type="checkbox"/>		
23	Lesley	<input type="checkbox"/>		
24	Gail	<input type="checkbox"/>		
25	Derek	<input type="checkbox"/>		
26	Elaine	<input type="checkbox"/>		

Grand Total
£1823.00

SUM 0 AVERAGE MIN 0 MAX 0 COUNTA 25

Cu3a

Mac user group

Example

Add more tick boxes to col C & D.

The screenshot shows a spreadsheet application with the following content:

Budget

			£	
Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Bar Drinks

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total

Grand Total				
£1823.00				

Table 1

	Invite Sent	Yes	No	Awaiting
1				
2	Gail	<input type="checkbox"/>	<input type="checkbox"/>	
3	Derek	<input type="checkbox"/>	<input type="checkbox"/>	
4	Elaine	<input type="checkbox"/>	<input type="checkbox"/>	
5	John	<input type="checkbox"/>	<input type="checkbox"/>	
6	Dennis	<input type="checkbox"/>	<input type="checkbox"/>	
7	Nick	<input type="checkbox"/>	<input type="checkbox"/>	
8	Carolyn	<input type="checkbox"/>	<input type="checkbox"/>	
9	Michael	<input type="checkbox"/>	<input type="checkbox"/>	
10	Colin	<input type="checkbox"/>	<input type="checkbox"/>	
11	Silvia	<input type="checkbox"/>	<input type="checkbox"/>	
12	Val	<input type="checkbox"/>	<input type="checkbox"/>	
13	Rose	<input type="checkbox"/>	<input type="checkbox"/>	
14	Colleen	<input type="checkbox"/>	<input type="checkbox"/>	
15	Patricia	<input type="checkbox"/>	<input type="checkbox"/>	
16	Brian	<input type="checkbox"/>	<input type="checkbox"/>	
17	Mary	<input type="checkbox"/>	<input type="checkbox"/>	
18	Susie	<input type="checkbox"/>	<input type="checkbox"/>	
19	Mike	<input type="checkbox"/>	<input type="checkbox"/>	
20	Bill	<input type="checkbox"/>	<input type="checkbox"/>	
21	Michael	<input type="checkbox"/>	<input type="checkbox"/>	
22	Deborah	<input type="checkbox"/>	<input type="checkbox"/>	
23	Lesley	<input type="checkbox"/>	<input type="checkbox"/>	
24	Gail	<input type="checkbox"/>	<input type="checkbox"/>	
25	Derek	<input type="checkbox"/>	<input type="checkbox"/>	
26	Elaine	<input type="checkbox"/>	<input type="checkbox"/>	

Two yellow arrows point to columns C and D of Table 1.

Cu3a

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Example

Add ticks for Invites sent

And add a COUNTIF formula for the Col B total

The screenshot shows a spreadsheet application with three tables and a formula bar. The first table is 'Budget' with columns A, B, C, and D. The second table is 'Bar Drinks' with columns A, B, C, and D. The third table is 'Table 1' with columns A, B, C, D, and E. The formula bar at the bottom shows the formula '=COUNTIF(B2:B25, true)'. The sidebar on the right shows the 'Functions' panel with the ABS function selected.

	A	B	C	D
1	Budget			
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say £	65.00
6				
7				
8				
9				
10			£	1,495.00

	A	B	C	D
1	Bar Drinks			
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

	A
1	Grand Total
2	£1823.00

	A	B	C	D	E
1		Invite Sent	Yes	No	Awaiting
2	Gail	✓			
3	Derek	✓			
4	Elaine	✓			
5	John	✓			
6	Dennis	✓			
7	Nick	✓			
8	Carolyn	✓			
9	Michael	✓			
10	Colin	✓			
11	Silvia	✓			
12	Val	✓			
13	Rose	✓			
14	Colleen	✓			
15	Patricia	✓			
16	Brian	✓			
17	Mary	✓			
18	Susie	✓			
19	Mike	✓			
20	Bill	✓			
21	Michael	✓			
22	Deborah	✓			
23	Lesley	✓			
24	Gail	✓			
25	Derek	✓			
26					

Formula Bar: =COUNTIF(B2:B25, true)

Functions Panel: ABS

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Example

Then add similar totals to C & D

The screenshot shows a spreadsheet application with three tables and a formula bar. The 'Budget' table has columns A, B, C, and D. The 'Bar Drinks' table has columns A, B, C, and D. The 'Table 1' table has columns A, B, C, D, and E. A formula bar at the bottom shows the formula '=B26-C26+D26' with a yellow arrow pointing to it. The right sidebar shows the 'Functions' panel with the ABS function selected.

	A	B	C	D
1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say £	65.00
6				
7				
8				
9				
10			£	1,495.00

	A	B	C	D
1				
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

	A	B	C	D	E
1		Invite Sent	Yes	No	Awaiting
2	Gail	✓	✓	☐	
3	Derek	✓	✓	☐	
4	Elaine	✓	✓	☐	
5	John	✓	☐	☐	
6	Dennis	✓	☐	☐	
7	Nick	✓	✓	☐	
8	Carolyn	✓	✓	☐	
9	Michael	✓	☐	☐	
10	Colin	✓	☐	☐	
11	Silvia	✓	☐	✓	
12	Val	✓	☐	☐	
13	Rose	✓	☐	☐	
14	Colleen	✓	☐	☐	
15	Patricia	✓	☐	☐	
16	Brian	✓	✓	☐	
17	Mary	✓	☐	☐	
18	Susie	✓	☐	☐	
19	Mike	✓	✓	☐	
20	Bill	✓	☐	☐	
21	Michael	✓	☐	☐	
22	Deborah	✓	☐	✓	
23	Lesley	✓	☐	✓	
24	Gail	✓	☐	☐	
25	Derek	✓	☐	☐	
26		24	7	3	20

Formula Bar: =B26-C26+D26

Formula Result: 20

Example

Then add a Sum formula to Col E

Like Excel you start the syntax with an "="

The screenshot shows the Cu3a spreadsheet application with three tables and a formula being entered.

Budget Table:

	A	B	C	D
1	Budget			
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say £	65.00
6				
7				
8				
9				
10			£	1,495.00

Bar Drinks Table:

	A	B	C	D
1	Bar Drinks			
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

Table 1:

	A	B	C	D	E
1		Invite Sent	Yes	No	Awaiting
2	Gail	✓	✓	☐	
3	Derek	✓	✓	☐	
4	Elaine	✓	✓	☐	
5	John	✓	☐	☐	
6	Dennis	✓	☐	☐	
7	Nick	✓	✓	☐	
8	Carolyn	✓	✓	☐	
9	Michael	✓	☐	☐	
10	Colin	✓	☐	☐	
11	Silvia	✓	☐	✓	
12	Val	✓	☐	☐	
13	Rose	✓	☐	☐	
14	Colleen	✓	☐	☐	
15	Patricia	✓	☐	☐	
16	Brian	✓	✓	☐	
17	Mary	✓	☐	☐	
18	Susie	✓	☐	☐	
19	Mike	✓	✓	☐	
20	Bill	✓	☐	☐	
21	Michael	✓	☐	☐	
22	Deborah	✓	☐	✓	
23	Lesley	✓	☐	✓	
24	Gail	✓	☐	☐	
25	Derek	✓	☐	☐	
26		24	7	3	20

Formula Bar: `=B26-C26+D26`

Functions Sidebar:

- Search
- All
 - ABS
- Recent
 - ACCRINT
 - ACCRINTM
- Date and Time
 - ACOS
- Duration
 - ACOSH
- Engineering
 - ADDRESS
- Financial
 - AND
- Logical & Info
 - AREAS
- Numeric
 - ARRAYTOTEXT
- Reference
 - ASIN
- Statistical
 - ASINH
- Text
 - ATAN
- Trigonometric
 - ATAN2

ABS Function Details:

fx ABS

The ABS function returns the absolute value of a number value or of a duration value.

ABS(num-dur)

- num-dur*: A number value or duration value.

Notes

- The result returned by ABS is either a positive number value, positive duration value, or 0.

Examples

- =ABS(A1) returns 5, if cell A1 contains 5.
- =ABS(8-5) returns 3.
- =ABS(5-8) returns 3.
- =ABS(0) returns 0.
- =ABS(B1) returns 0, if cell B1 is empty.

Cu3a

Mac user group

Example

Tick as you receive
your replies

“Y” or “No” in their
relevant columns

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The interface includes a menu bar with options like "View", "Zoom", "Add Category", "Pivot Table", "Insert", "Table", "Chart", "Text", "Shape", "Media", "Comment", "Share", "Format", and "Organise". The main area contains three tables and a summary box.

Budget

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Bar Drinks

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

Grand Total

Grand Total				£1823.00
-------------	--	--	--	----------

Table 1

	Invite Sent	Yes	No	Awaiting
Gail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elaine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carolyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silvia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Val	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24	7	3	20

A yellow arrow points to the bottom row of Table 1, which contains the counts: 24 (Invite Sent), 7 (Yes), 3 (No), and 20 (Awaiting).

Cu3a

Mac user group

Example

Add a table title, and
resize next to the
other tables

The screenshot shows a spreadsheet application window titled 'Untitled - Edited'. The main content area contains several tables. On the left, there is a 'Budget' table with columns for item, quantity, unit price, and total price. Below it is a 'Bar Drinks' table with columns for drink type, quantity, unit price, and total price. At the bottom left is a purple box labeled 'Grand Total' with the value '£1823.00'. In the center is a large table titled 'GUEST LIST' with columns for names and response status (Invite Sent, Yes, No, Awaiting). A yellow arrow points to the 'GUEST LIST' title. On the right is a sidebar with table formatting options, including 'Table Styles', 'Table Options', 'Headers & Footer', 'Table Font Size', 'Table Outline', 'Gridlines', and 'Row & Column Size'. The status bar at the bottom shows summary statistics: SUM 54, AVERAGE 13.5, MIN 3, MAX 24, COUNTA 104.

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

GUEST LIST					
	Invite Sent	Yes	No	Awaiting	
1					
2	Gail	✓	✓	☐	
3	Derek	✓	✓	☐	
4	Elaine	✓	✓	☐	
5	John	✓	☐	☐	
6	Dennis	✓	☐	☐	
7	Nick	✓	✓	☐	
8	Carolyn	✓	✓	☐	
9	Michael	✓	☐	☐	
10	Colin	✓	☐	☐	
11	Silvia	✓	☐	✓	
12	Val	✓	☐	☐	
13	Rose	✓	☐	☐	
14	Colleen	✓	☐	☐	
15	Patricia	✓	☐	☐	
16	Brian	✓	✓	☐	
17	Mary	✓	☐	☐	
18	Susie	✓	☐	☐	
19	Mike	✓	✓	☐	
20	Bill	✓	☐	☐	
21	Michael	✓	☐	☐	
22	Deborah	✓	☐	✓	
23	Lesley	✓	☐	✓	
24	Gail	✓	☐	☐	
25	Derek	✓	☐	☐	
26		24	7	3	20

Grand Total	
	£1823.00

Example

Go to the 'Media'
Button

Select Photos/Videos

The screenshot shows the Numbers application interface. The top toolbar includes a 'Media' button (represented by a camera icon) which has a dropdown menu open. The menu options are: 'Photos or Videos...', 'Music...', 'Image Gallery', 'Web Video...', 'Record Audio', 'Choose...', 'iPhone (8)', 'Take Photo', 'Scan Documents', and 'Add Sketch'. A yellow arrow points to the 'Media' button. The spreadsheet contains three tables:

	A	B	C	D
1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say	£ 65.00
6				
7				
8				
9				
10			£	1,495.00

	A	B	C	D
1				
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

	Invite Sent	Yes	No	Awaiting
Gail	✓	✓		
Derek	✓	✓		
Elaine	✓	✓		
John	✓			
Dennis	✓			
Nick	✓	✓		
Carolyn	✓	✓		
Michael	✓			
Colin	✓			
Silvia	✓		✓	
Val	✓			
Rose	✓			
Colleen	✓			
Patricia	✓			
Brian	✓	✓		
Mary	✓			
Susie	✓			
Mike	✓	✓		
Bill	✓			
Michael	✓			
Deborah	✓		✓	
Lesley	✓		✓	
Gail	✓			
Derek	✓			
	24	7	3	20

	A
1	Grand Total
2	£1823.00

Example

Add an image that will become a heading

The screenshot shows the Numbers application interface with a spreadsheet titled "Untitled - Edited". The spreadsheet is divided into three sections: "Budget", "Bar Drinks", and "GUEST LIST".

Budget Table:

	A	B	C	D
1				
2	Hall Hire		£	250.00
3	Caterer	44	£20.00	£ 880.00
4	DJ		£	300.00
5	Decorations		Say	£ 65.00
6				
7				
8				
9				
10			£	1,495.00

Bar Drinks Table:

	A	B	C	D
1				
2	Beer	1	£50.00	£50.00
3	Wine	20	£8.50	£170.00
4	Soft Drinks	40	£2.70	£108.00
5				
6				
7				
8				
9				
10				£328.00

GUEST LIST Table:

	Invite Sent	Yes	No	Awaiting
Gail	✓	✓	☐	
Derek	✓	✓	☐	
Elaine	✓	✓	☐	
John	✓	☐	☐	
Dennis	✓	☐	☐	
Nick	✓	✓	☐	
Carolyn	✓	✓	☐	
Michael	✓	☐	☐	
Colin	✓	☐	☐	
Silvia	✓	☐	☐	
Val	✓	☐	☐	
Rose	✓	☐	☐	
Colleen	✓	☐	☐	
Patricia	✓	☐	☐	
Brian	✓	✓	☐	
Mary	✓	☐	☐	
Susie	✓	☐	☐	
Mike	✓	✓	☐	
Bill	✓	☐	☐	
Michael	✓	☐	☐	
Deborah	✓	☐	✓	
Lesley	✓	☐	✓	
Gail	✓	☐	☐	
Derek	✓	☐	☐	
	24	7	3	20

An image of a party scene is being added to the cell containing the name "Gail" in the Guest List table. A context menu is open over the image, showing options like "Photos or Videos...", "Music...", "Image Gallery", "Web Video...", "Record Audio", and "Choose...".

The right sidebar shows the "Table" style settings, including "Table Styles", "Table Options" (Title, Caption), "Headers & Footer", "Rows" (10), "Columns" (4), "Table Font Size" (A), "Table Outline" (0.35 pt), "Gridlines", "Alternating Row Colour", and "Row & Column Size" (Height: 20 pt, Width: 98 pt).

Cu3a

Mac user group

Example

Resize to fit

Untitled - Edited

View Zoom 100% Add Category Pivot Table Insert Table Chart Text Shape Media Comment Share Format Organise

Sheet 1

Hall Hire		£	250.00
Caterer	44	£20.00	£ 880.00
DJ		£	300.00
Decorations		Say	£ 65.00
		£	1,495.00

Bar Drinks

Beer	1	£50.00	£50.00
Wine	20	£8.50	£170.00
Soft Drinks	40	£2.70	£108.00
			£328.00

Grand Total
£1823.00

Gail	✓	✓		
Derek	✓	✓		
Elaine	✓	✓		
John	✓			
Dennis	✓			
Nick	✓	✓		
Carolyn	✓	✓		
Michael	✓			
Colin	✓			
Silvia	✓		✓	
Val	✓			
Rose	✓			
Colleen	✓			
Patricia	✓			
Brian	✓	✓		
Mary	✓			
Susie	✓			
Mike	✓	✓		
Bill	✓			
Michael	✓			
Deborah	✓		✓	
Lesley	✓		✓	
Gail	✓			
Derek	✓			
	24	7	3	20

Style Image Arrange

Image Styles

Border No Border

Shadow No Shadow

Reflection

Opacity 100%

Title Top

Caption

Example

Line up the various elements using the yellow guide lines

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main content area contains a photograph of a party scene at the top, followed by two tables. The first table is titled "Budget" and the second is titled "Bar Drinks". To the right of these tables is a "GUEST LIST" table. A yellow horizontal guide line is visible across the spreadsheet, aligning the bottom of the "Budget" table, the bottom of the "Bar Drinks" table, and the bottom of the "GUEST LIST" table. The "GUEST LIST" table has columns for "Invite Sent", "Yes", "No", and "Awaiting". The bottom row of the "GUEST LIST" table shows a total of 24 invite sent, 7 yes, 3 no, and 20 awaiting. The "Budget" table has a total of £1,495.00. The "Bar Drinks" table has a total of £328.00. A "Grand Total" box at the bottom left shows £1823.00. The right sidebar shows the "Table" style settings, including "Table Options", "Headers & Footer", "Table Font Size", "Table Outline", "Gridlines", and "Row & Column Size".

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Decorations		Say	£	65.00
			£	1,495.00

Beer	1	£50.00		£50.00
Wine	20	£8.50		£170.00
Soft Drinks	40	£2.70		£108.00
				£328.00

	Invite Sent	Yes	No	Awaiting	
1					
2	Gail	✓	✓		
3	Derek	✓	✓		
4	Elaine	✓	✓		
5	John	✓			
6	Dennis	✓			
7	Nick	✓	✓		
8	Carolyn	✓	✓		
9	Michael	✓			
10	Colin	✓			
11	Silvia	✓		✓	
12	Val	✓			
13	Rose	✓			
14	Colleen	✓			
15	Patricia	✓			
16	Brian	✓	✓		
17	Mary	✓			
18	Susie	✓			
19	Mike	✓	✓		
20	Bill	✓			
21	Michael	✓			
22	Deborah	✓		✓	
23	Lesley	✓		✓	
24	Gail	✓			
25	Derek	✓			
26		24	7	3	20

Example

Add a main title

Click on Text on the top bar

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The top menu bar includes "View", "Zoom", "Add Category", "Pivot Table", "Insert", "Table", "Chart", "Text", "Shape", "Media", "Comment", "Share", "Format", and "Organise". The "Text" tool is highlighted in the top bar, with a yellow arrow pointing to it. The spreadsheet content includes:

- A photograph of a party scene with a yellow arrow pointing to it.
- A "Budget" table with columns for item, quantity, unit price, and total price.
- A "Bar Drinks" table with columns for drink type, quantity, unit price, and total price.
- A "Grand Total" box showing £1823.00.
- A "GUEST LIST" table with columns for name, invite sent, yes, no, and awaiting.

The right sidebar shows the "Text" style panel with options for font (Helvetica Neue, 41 pt), bold, italic, underline, strikethrough, text color, and spacing.

Text

Cu3a

Mac user group

Example

Choose a font & colour

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main content area is divided into three sections: a photograph of a party, a budget table, and a guest list table. The budget table has a total of £1,495.00. The guest list table has a total of 24 invitees, with 7 confirmed, 3 declined, and 20 awaiting. A text formatting panel is open on the right, showing the text "LET'S HAVE A PARTY!" in a yellow, hand-drawn font. The panel includes options for font (Indie Flower), size (41 pt), and color (yellow). A large yellow arrow points from the text in the spreadsheet to the text in the formatting panel.

Hall Hire		£	250.00
Caterer	44	£20.00	£ 880.00
DJ		£	300.00
Decorations		Say	£ 65.00
		£	1,495.00

Beer	1	£50.00	£50.00
Wine	20	£8.50	£170.00
Soft Drinks	40	£2.70	£108.00
			£328.00

Grand Total			
			£1823.00

	Invite Sent	Yes	No	Awaiting
Gail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elaine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carolyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silvia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Val	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24	7	3	20

LET'S HAVE A PARTY!

Cu3a

Mac user group

Example

Drag to centre of your header

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main content area contains a party photo with the text "LET'S HAVE A PARTY!" overlaid. Below the photo are three tables: a Budget table, a Bar Drinks table, and a GUEST LIST table. A grand total box is also present.

Hall Hire		£	250.00
Caterer	44	£20.00	£ 880.00
DJ		£	300.00
Decorations		Say	£ 65.00
		£	1,495.00

Beer	1	£50.00	£50.00
Wine	20	£8.50	£170.00
Soft Drinks	40	£2.70	£108.00
			£328.00

	Invite Sent	Yes	No	Awaiting
Gail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elaine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carolyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silvia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Val	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24	7	3	20

Grand Total	
£1823.00	

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Mac user group

Example

Be sure to 'Lock' all 5 elements in place.

By going to: Format / Arrange / Lock

As we don't want to lose our design ;o)

The screenshot shows a spreadsheet application window titled "Untitled - Edited". The main content area features a party photo with the text "LET'S HAVE A PARTY!" overlaid. Below the photo are three tables: a Budget table, a Bar Drinks table, and a Grand Total box. To the right is a GUEST LIST table with columns for Invite Sent, Yes, No, and Awaiting. The right sidebar shows sheet management options like Duplicate Sheet and Delete Sheet.

Hall Hire		£	250.00
Caterer	44	£20.00	£ 880.00
DJ		£	300.00
Decorations		Say	£ 65.00
		£	1,495.00

Beer	1	£50.00	£50.00
Wine	20	£8.50	£170.00
Soft Drinks	40	£2.70	£108.00
			£328.00

Grand Total			
£1823.00			

	Invite Sent	Yes	No	Awaiting
Gail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elaine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carolyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silvia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Val	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24	7	3	20

Cu3a

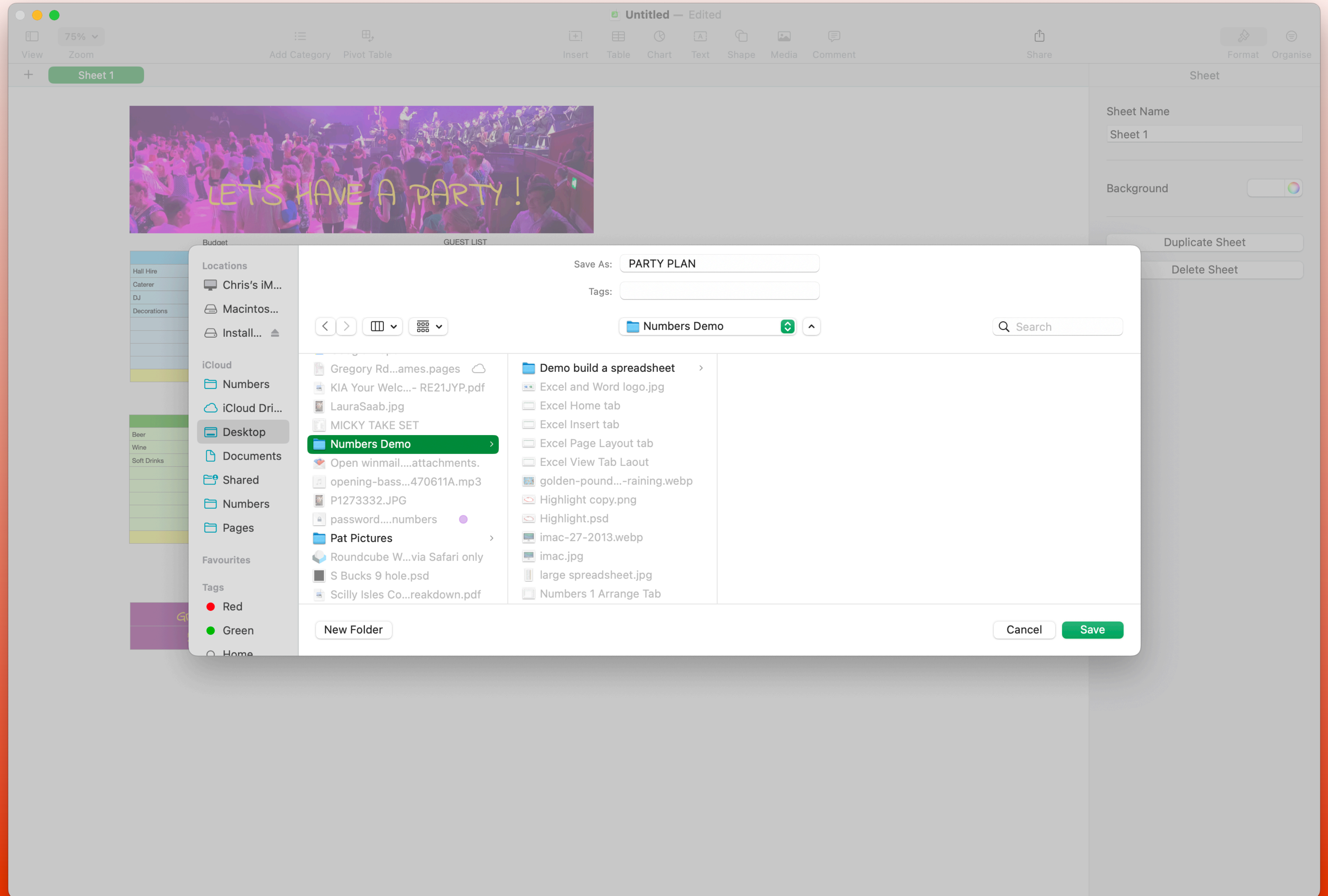
Mac user group

Example

That's it !

Now

Save !



Example

We have made a product with:

4 tables + an image + text
for a Party Budget & Guest
List with check boxes
and some totals !



Summary

Hall Hire			£	250.00
Caterer	44	£20.00	£	880.00
DJ			£	300.00
Bar		Drinks List	£	0.00
			£	1,430.00

Drinks

	Quantity	Price	Total
Beer	1	£50.00	£50.00
Wine	20	£8.50	£170.00
Soft Drinks	40	£2.70	£108.00
			£328.00

Grand Total

£1,430.00

Guest List

	Invite Sent	Yes	No	Awaiting
Gail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Derek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elaine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dennis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carolyn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silvia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Val	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Rose	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colleen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mike	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Deborah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awaiting
	22	9	3	10

Et Voila

Cu3a

Mac user group

1

Things I like in Numbers

Easy drag & drop groups of cells within a table with no loss of formula or calculation integrity

	B	C	D	E	F
5	Rent pm		£3000.00		£36000.00
6	Rates pm		£1500.00		£18000.00
7	Elec pm		£400.00		£4800.00
8	Gas pm		£200.00		£2400.00
9	Insurance pm		£1000.00		£12000.00
10	Bank charges pm		£250.00		£3000.00
11	WiFi Phone etc pm		£200.00		£2400.00
12	Cleaner pm		£400.00		£4800.00
13	Accountant Fees pm		£250.00		£3000.00

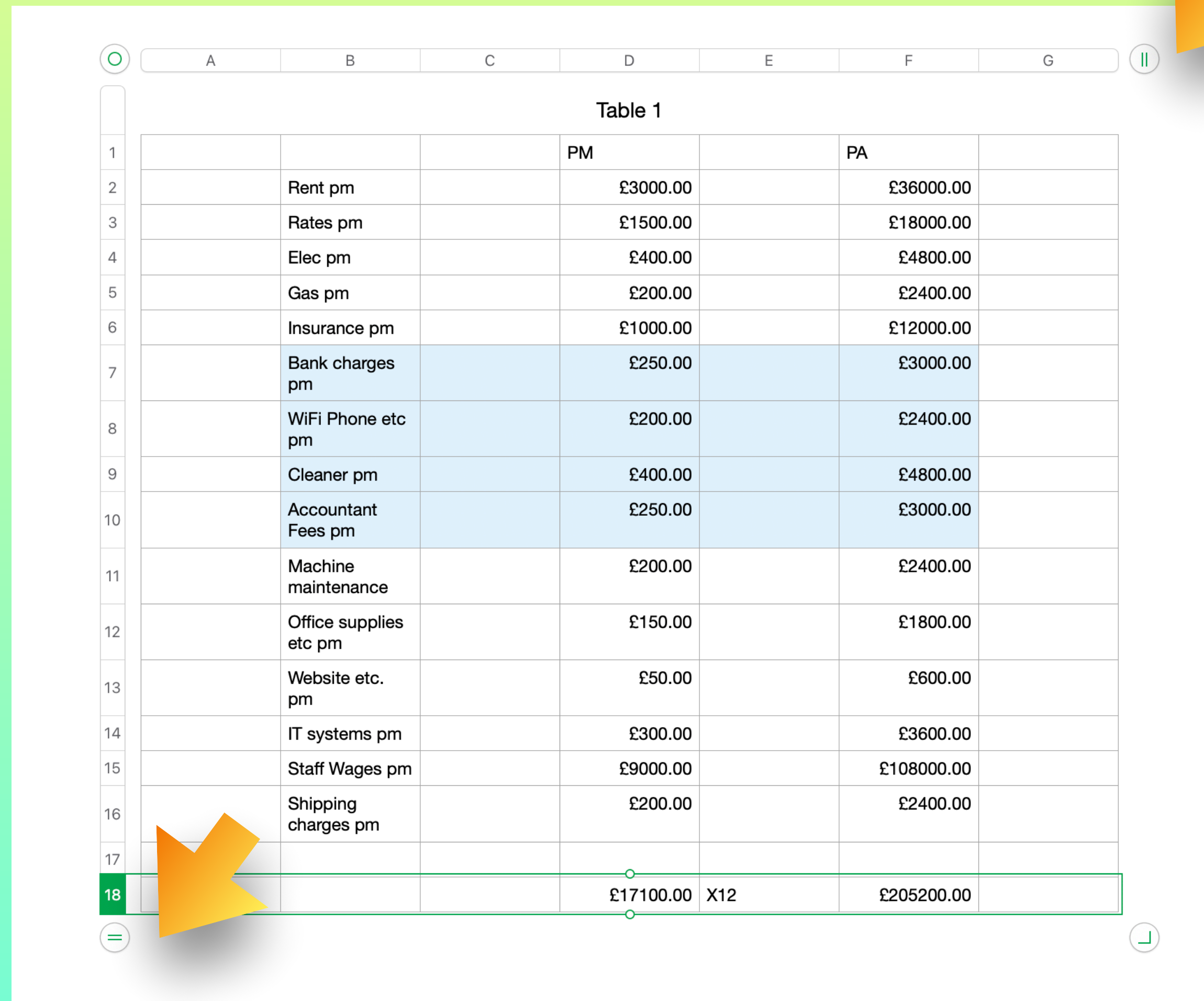
	B	C	D	E	F
Bank charges pm			£250.00		£3000.00
WiFi Phone etc pm			£200.00		£2400.00
Cleaner pm			£400.00		£4800.00
Accountant Fees pm			£250.00		£3000.00

	B	C	D	E	F
5	Rent pm		£3000.00		£36000.00
6	Rates pm		£1500.00		£18000.00
7	Elec pm		£400.00		£4800.00
8	Gas pm		£200.00		£2400.00
9	Insurance pm		£1000.00		£12000.00
10	Machine maintenance		£200.00		£2400.00
11	Office supplies etc pm		£150.00		£1800.00
12	Website etc. pm		£50.00		£600.00
13	IT systems pm		£300.00		£3600.00
14	Staff Wages pm		£9000.00		£108000.00
15	Shipping charges pm		£200.00		£2400.00
16	Bank charges pm		£250.00		£3000.00
17	WiFi Phone etc pm		£200.00		£2400.00
18	Cleaner pm		£400.00		£4800.00
19	Accountant Fees pm		£250.00		£3000.00

	B	C	D	E	F
Bank charges pm			£250.00		£3000.00
WiFi Phone etc pm			£200.00		£2400.00
Cleaner pm			£400.00		£4800.00
Accountant Fees pm			£250.00		£3000.00

Things I like in Numbers

Quickly resize tables by dragging the corner handles for more or less rows or columns.



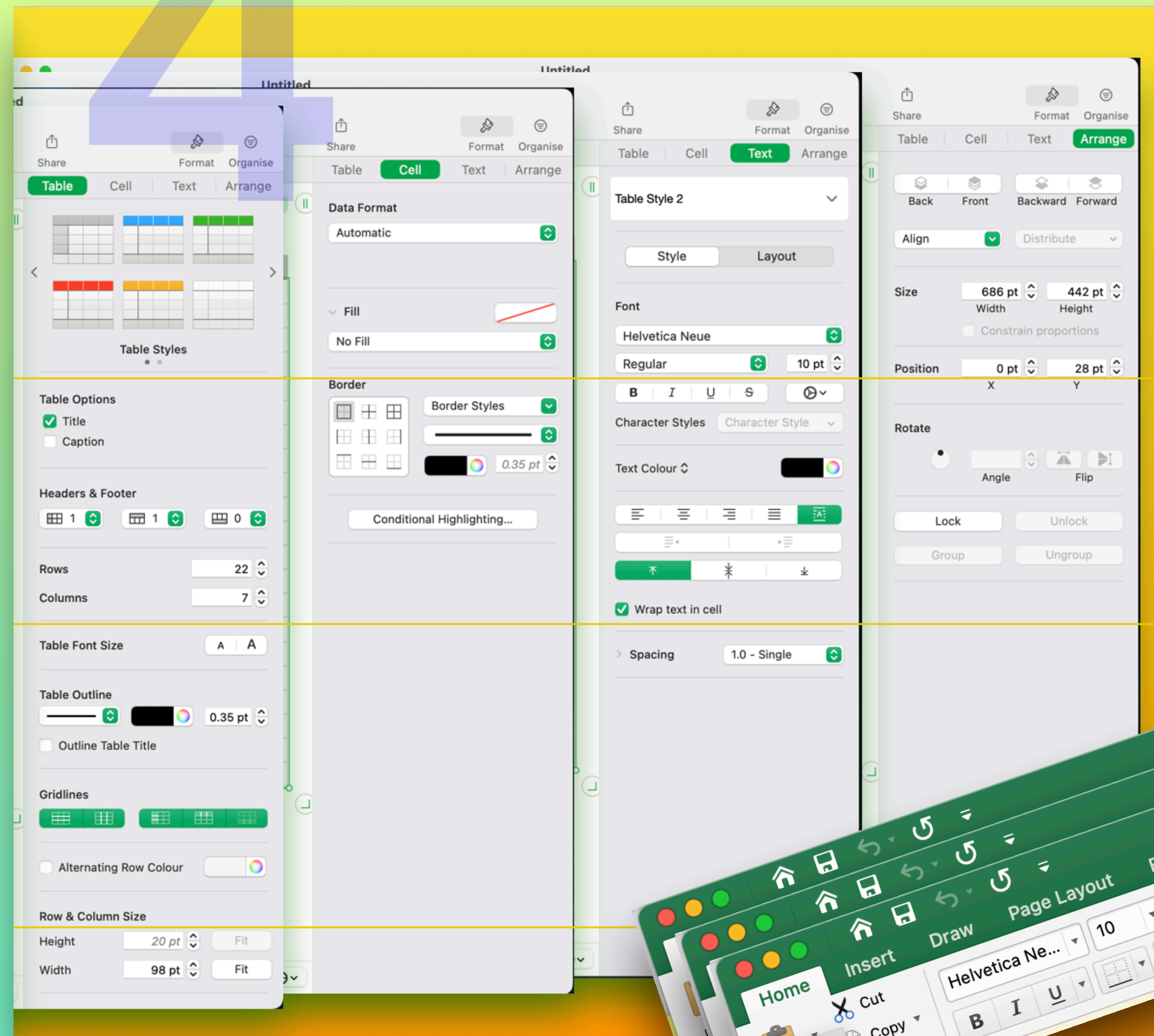
The screenshot shows a spreadsheet with a table titled "Table 1". The table has columns labeled "PM" and "PA" and rows of financial data. The table is highlighted in blue. Two orange arrows point to the corner handles of the table, indicating that they can be used to resize the table. The table data is as follows:

		PM	PA
1			
2	Rent pm	£3000.00	£36000.00
3	Rates pm	£1500.00	£18000.00
4	Elec pm	£400.00	£4800.00
5	Gas pm	£200.00	£2400.00
6	Insurance pm	£1000.00	£12000.00
7	Bank charges pm	£250.00	£3000.00
8	WiFi Phone etc pm	£200.00	£2400.00
9	Cleaner pm	£400.00	£4800.00
10	Accountant Fees pm	£250.00	£3000.00
11	Machine maintenance	£200.00	£2400.00
12	Office supplies etc pm	£150.00	£1800.00
13	Website etc. pm	£50.00	£600.00
14	IT systems pm	£300.00	£3600.00
15	Staff Wages pm	£9000.00	£108000.00
16	Shipping charges pm	£200.00	£2400.00
17			
18		£17100.00 X12	£205200.00

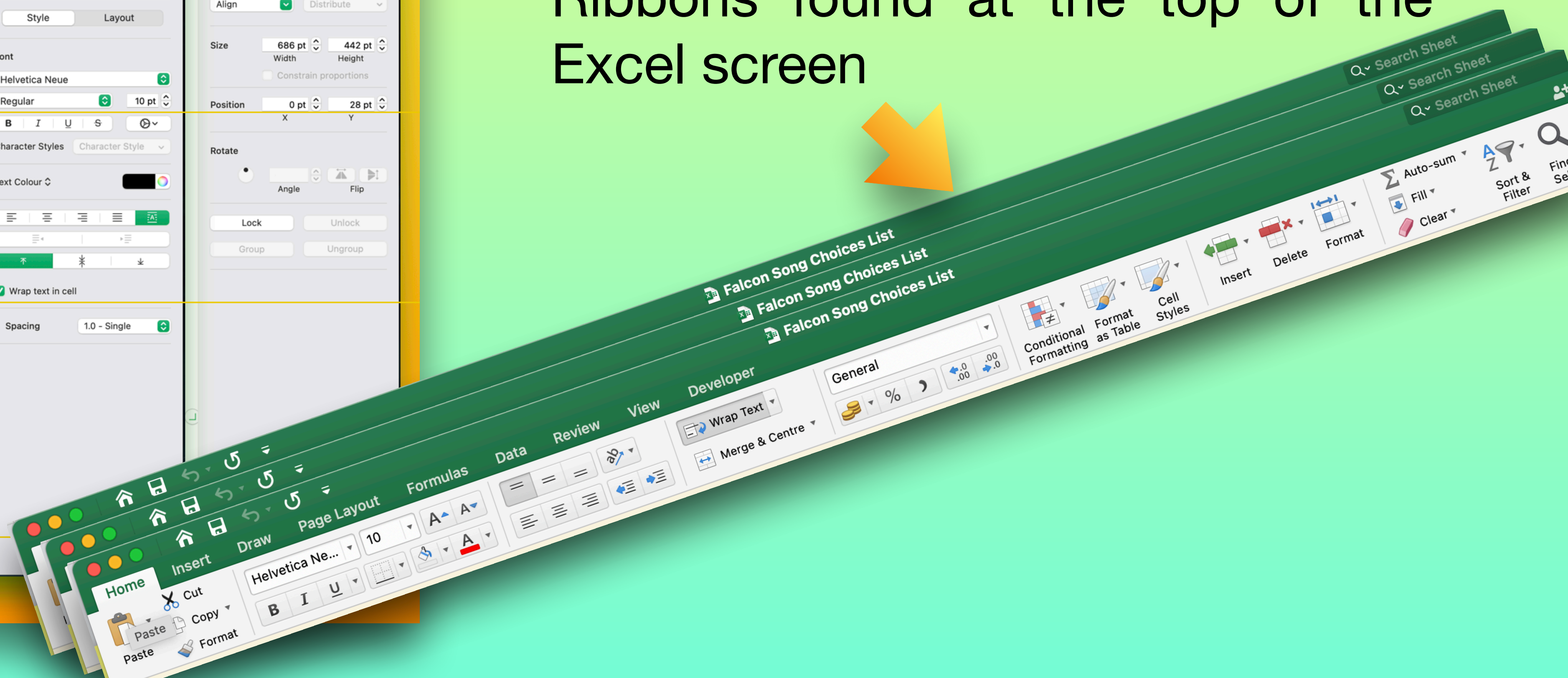
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Things I like in Numbers



The format panels placed on RHS of screen I find much more readable than all the different Ribbons found at the top of the Excel screen



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5



Things I like in Numbers

Yellow guide lines. As you move objects, text boxes and tables around, the yellow Lines appear making it easy to snap in line, or centre an object.

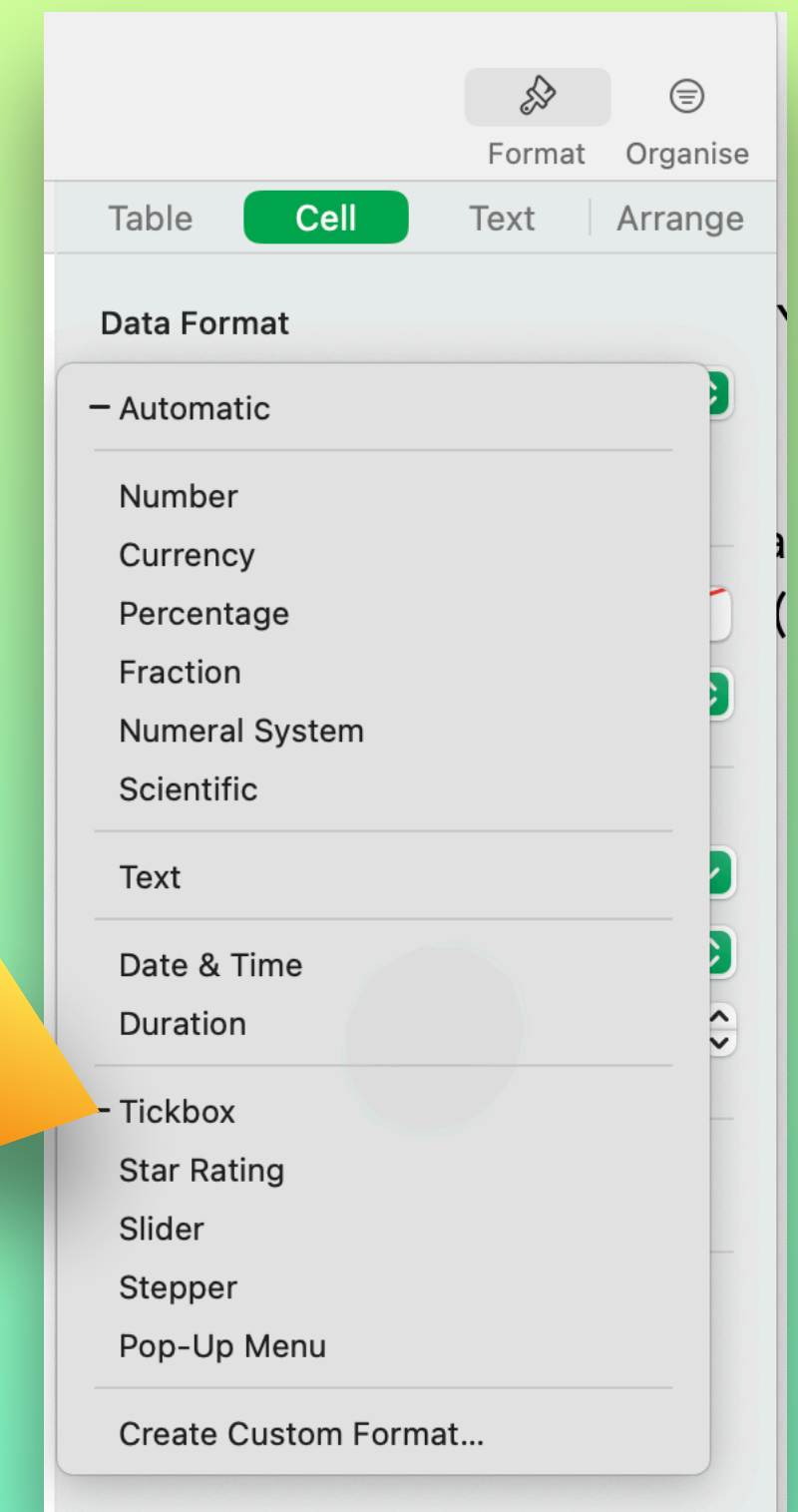
Things I like in Numbers

Tick Boxes Found under the 'Cell' tab from the 'Format' button - unique to Numbers.

Name of Class — Teacher's Name

Attendance Sheet — May 2026

Date	Ben Ashley	Tom Brooks	Jimmy Cooney	Sue Daniels	Berlinda Fong	Terry Jones	Angelina Little	Linda Smith
01/05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	0	1	1	1	1	1	0	1



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Things I miss in Numbers

1

No Cell protection in numbers. But there is a get around . . .

Cell Protection Required

	PM	PA
Rent pm	£3000.00	£36000.00
Rates pm	£1500.00	£18000.00
Elec pm	£400.00	£4800.00
Gas pm	£200.00	£2400.00
Insurance pm	£1000.00	£12000.00
Bank charges pm	£250.00	£3000.00
WiFi Phone etc pm	£200.00	£2400.00
Cleaner pm	£400.00	£4800.00
Accountant Fees pm	£250.00	£3000.00
Machine maintenance	£200.00	£2400.00
Office supplies etc pm	£150.00	£1800.00
Website etc. pm	£50.00	£600.00
IT systems pm	£300.00	£3600.00
Staff Wages pm	£9000.00	£108000.00
Shipping charges pm	£200.00	£2400.00

Numbers: Add a transparent box as a new layer on top, from the 'Shape' menu

Excel: Allows you to protect individual cells (useful for protecting formulas) or protect the whole sheet.

The screenshot shows the Numbers application interface. At the top, there are tabs for 'Formulas', 'Data', 'Review', and 'Developer'. Below these are various tool icons like 'Smart Lookup', 'Translate', 'New Comment', 'Delete', 'Previous', 'Next', 'Show/Hide Comment', and 'Show All Comments'. The main area displays a spreadsheet with columns C, D, E, F, and G. A transparent box is overlaid on the data in columns E and F, rows 1 through 4, which corresponds to the 'PA' column in the table shown in the 'Cell Protection Required' section. The box is outlined in green. The data in the spreadsheet matches the table in the 'Cell Protection Required' section.

Things I miss in Numbers

Numbers does not allow vertical to angled text within a table.

Excel can format vertical or angled text for column headers. **But the penalty** in Excel: the row height is changed which may mess up another part of your 'giant' table)

		Per Month	Per Annum
Rent pm		£3,000.00	£36,000.00
Rates pm		£1,500.00	£18,000.00
Elec pm		£400.00	£4,800.00
Gas pm		£200.00	£2,400.00
Insurance pm		£1,000.00	£12,000.00
Bank charges pm		£250.00	£3,000.00
WiFi Phone etc pm		£200.00	£2,400.00
Cleaner pm		£400.00	£4,800.00
Accountant Fees pm		£200.00	£3,000.00
Machine maintenance		£150.00	£2,400.00
Office supplies etc pm		£50.00	£600.00
Website etc. pm		£300.00	£3,600.00
IT systems pm		£9,000.00	£108,000.00
Staff Wages pm		£200.00	£2,400.00
Shipping charges pm			

		Per Month	Per Annum
Rent pm		£3000.00	£36000.00
Rates pm		£1500.00	£18000.00
Elec pm		£400.00	£4800.00
Gas pm		£200.00	£2400.00
Insurance pm		£1000.00	£12000.00
Bank charges pm		£250.00	£3000.00
WiFi Phone etc pm		£200.00	£2400.00

In **Numbers**: create a Text box and turn it 90 degrees (or your chosen angle) and place at top of column as a layer above without compromising row height.

Cu3a In Summary

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Excel is more powerful for:

- Advanced formulas, pivot tables, and data modeling
- Better handling of large datasets
- Industry-standard in business and finance
- Huge ecosystem (plugins, automation, VBA, Power Query, etc.)

The image shows a large, complex Excel spreadsheet titled "Ware County Schools Balanced Scorecard-Comprehensive Needs Assessment FY16-FY18". The spreadsheet is tilted and shows a grid of data with various columns for performance objectives, schools, and years. It includes a "Performance Objectives" column with detailed descriptions, a "Schools" column listing various schools like "Ware County Middle School" and "Ware County High School", and multiple columns for "Year 1", "Year 2", and "Year 3" with numerical data and color-coded cells. The spreadsheet is organized into sections for different performance objectives, such as "1.1 Provide digital resources for English Learning, Art/Reading, Math, Science, and Social Studies" and "2.1 Establish individual student achievement in all academic areas".

Cu3a In Summary

Mac user group

Strategic Area	Strategic Objective	Performance Objective	Link of Measure	Measure	Year 1	Year 2	Year 3	Year 4	Year 5
1.1 Provide digital resources for English Language Acquisition, Math, Science, and Social Studies	1.1.1 Provide digital resources for English Language Acquisition, Math, Science, and Social Studies	1.1.1.1 Provide digital resources for English Language Acquisition	1.1.1.1.1 Provide digital resources for English Language Acquisition	1.1.1.1.1.1 Provide digital resources for English Language Acquisition	Yes	Yes	Yes	Yes	Yes
		1.1.1.2 Provide digital resources for Math	1.1.1.2.1 Provide digital resources for Math	1.1.1.2.1.1 Provide digital resources for Math	Yes	Yes	Yes	Yes	Yes
		1.1.1.3 Provide digital resources for Science	1.1.1.3.1 Provide digital resources for Science	1.1.1.3.1.1 Provide digital resources for Science	Yes	Yes	Yes	Yes	Yes
		1.1.1.4 Provide digital resources for Social Studies	1.1.1.4.1 Provide digital resources for Social Studies	1.1.1.4.1.1 Provide digital resources for Social Studies	Yes	Yes	Yes	Yes	Yes

VBA = Visual Basic for Applications: used to access additional functions and features beyond Excel ones. **Working** with external files and databases like SQL - often used in stock control and accounting files. Not something I have ever had to access at work and certainly not at home !

Excel is more powerful for:

- Advanced formulas, pivot tables, and data modeling
- Better handling of large datasets
- Industry-standard in business and finance
- Huge ecosystem (plugins, automation, VBA, Power Query, etc.)

Strategic Area	Strategic Objective	Performance Objective	Link of Measure	Measure	Year 1	Year 2	Year 3	Year 4	Year 5
2.1 Enhance student learning outcomes	2.1.1 Enhance student learning outcomes	2.1.1.1 Enhance student learning outcomes	2.1.1.1.1 Enhance student learning outcomes	2.1.1.1.1.1 Enhance student learning outcomes	Yes	Yes	Yes	Yes	Yes
		2.1.1.2 Enhance student learning outcomes	2.1.1.2.1 Enhance student learning outcomes	2.1.1.2.1.1 Enhance student learning outcomes	Yes	Yes	Yes	Yes	Yes
		2.1.1.3 Enhance student learning outcomes	2.1.1.3.1 Enhance student learning outcomes	2.1.1.3.1.1 Enhance student learning outcomes	Yes	Yes	Yes	Yes	Yes
		2.1.1.4 Enhance student learning outcomes	2.1.1.4.1 Enhance student learning outcomes	2.1.1.4.1.1 Enhance student learning outcomes	Yes	Yes	Yes	Yes	Yes

Cu3a In Summary

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Numbers, by comparison, may struggle with:

- Very large files (2000 lines long work ok me)
- Complex formulas
- Compatibility when sharing with Excel users (See my earlier comments)
- But scores on simplicity, design and presentation

The image shows a large, complex spreadsheet titled "Ware County Schools Balanced Scorecard-Comprehensive Needs Assessment FY16-FY18". The spreadsheet is tilted and shows a grid of data with columns for "Performance Objectives", "Schools", and "Year 1" through "Year 3". The data is color-coded in various shades of green, yellow, and red, indicating different performance levels or trends. The spreadsheet is divided into several sections, each with a specific objective and a list of schools to be evaluated.



The honest takeaway

The honest takeaway

If you want ease, design and simplicity

Numbers can feel better

If you want power, scale and professional use:

Excel may be better

"I'll stick with Numbers - thank you very much!"

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