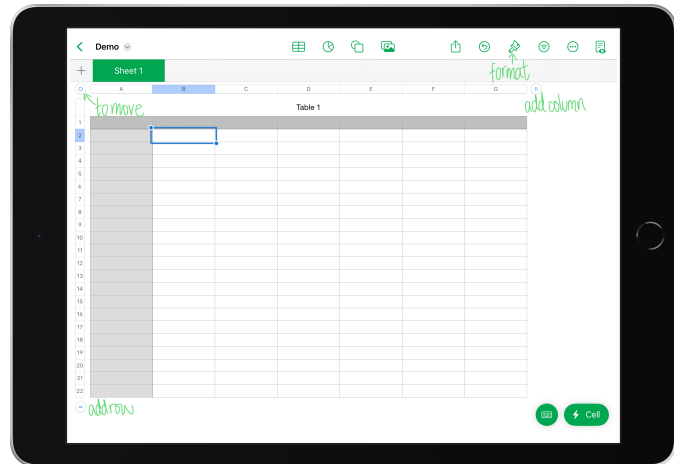# A Quick Guide to: Numbers

Numbers lets you organise and explain data through tables, charts and photo.

Every spreadsheet starts with the table!

- To add to a cell, you can double tap a cell to edit
- You can change the number of rows or columns using the double line icons at the end
- To insert an extra row or column in between existing ones, tap on a row / column and choose actions which will let you add before or after
- To change the appearance of the table, tap the table then the format paint brush, then choose table and / or cell
- You can move the whole table round by tapping the table and dragging using the handle in the top left (circle icon)

Format and use formula in cells!

- To format a cell, tap on the cell then the paintbrush and choose format. Here you can choose options such as currency, dates and percentage. You can even turn the cell to a tick box
- To add a formula, double tap the cell then the circle with two lines top right of your keyboard to bring up the formula keyboard. Build a formula by tapping on cells and using operators. Tap the green tick once done.
- To copy the formula to other cells, tap the cell then the green button bottom right (or cell actions) and tap the green autofill cells button. Drag the yellow border to cover the cells you wish to fill
- To add a quick formula to help with process your data, tap the cell and drag the blue dots to select all the cells you need then the green cell button bottom right of your screen: you can choose from options such as sum and average which will add to the cell below

Visualise your data with a chart!

- Tap the columns to select data for your chart
- Tap the second icon from the left in the top centre of your screen (pie chart)
- Swipe to find the type of chart or graph you require
- To amend your data, tap the chart the edit references to choose data
- To change the appearance of the chart, tap the chart then the paint brush, then choose chart style - you can change labels, gridlines, gaps between bars and other options

Eye colour	Number
Brown	10
Green	3
Hazel	3
Blue	4
Other	1