



Welcome To All Things Apple

Happy Friday

Thank You!

Without You We Wouldn't Be Here Now! 🙏

Upcoming Summer Camp Programs...

- Today - Nick Gruin "Numbers 101"
 - June 7th - Jim Humphrey "Using Markup"
 - June 14th - Jane Burke "How to Speed-Up & Slow-down Videos"
 - June 21st - Sally Fiske "10 Common Internet Scams"
 - June 28th - Nick Gruin "Moving Files & Folders in macOS/iPadOS"
- Also, Using "Spotlight" to do routine things quicker

What Is a Spreadsheet?

A ledger-book with “spreadable” sheets of oversized paper. Rows and columns divided these papers for manually entering data using a pen or pencil

It's used to organize data for a person to examine when making decisions



What Is a Spreadsheet for?

Today, They have three main purposes:

- To Make Easy to Manipulate Lists of Things
- To Keep Track Of Quantities Of Things
- To Mathematically Play “What If” With A Bunch Of Interactive Quantities

Lists Of Things

You've probably seen spreadsheets like this

	A	B	C	D	E	F	G
1	Email	First	Last	Address	Area Code	Phone	Joined
2	mary.agacki@gmail.com	Mary	Agacki	17809 N 134th Dr	414	460-9592	28-Sep-18
3	jakbet@q.com	Jack	Allen	22215 N Dusty Trail Blvd.	623	584-9788	9-Sep-04
4	jp.qltvette@gmail.com	Jean	Anderson	13705 W Pavillion Dr	623	546-2594	8-Feb-16
5	richardl.anderson2201@gmail.com	Richard	Anderson	21646 N 125th Ct	480	924-6097	6-Aug-15
6	karen.polesak@gmail.com	Karen	Andrews	13441 W Desert Glen Dr	602	999-5029	14-Nov-15
7	landrewsaz@gmail.com	Linda	Andrews	22112 N Golf Club Dr	623	466-5864	28-Sep-18
8	mmanest@cox.net	Muriel	Anest	13930 Terra Vista Dr	623	975-8388	21-Jul-16
9	earchambault1@cox.net	Ed	Archambault	22013 N Via De La Caballa	623	546-9170	1-Jan-03

Quantities Of Things

Inventory

Produce	
Apples	250
Oranges	300
Bananas	1478
Potatoes	200

Budget

Income	Monthly
Social Security	\$250.00
Pension	\$300.00
Apple Stock	\$1478.00
Expenses	
Mortgage	\$2135.00

Decision Making

Playing “What If”

This is what fostered the explosion of personal Computers
Personal Computers Became “Business Tools”
rather than Hobbyist Toys

Spreadsheet Programs were Some Of The First
Commercial Computer Applications
Affordable Pre Packaged Applications

- First Spreadsheets for desktop computers (Apple II) in 1979 - VisiCalc
- Lotus 1-2-3 shortly later (IBM PC) - 1982
- Microsoft Excel (First created & released for the Mac) was in 1985

Ajax Manufacturing

Labor/hr	20.00	
Overhead/hr	7.00	
Raw Materials		
Widget	\$2.00	
Thingy	\$5.00	
DoDad	\$3.50	
Assembly Time - minutes		
Widget	35	
Thingy	45	
DoDad	20	
Wholesale Price		
Widget	\$25.00	
Thingy	\$35.00	
DoDad	\$12.00	
Hrs per Day	8	

Decision Making “What If”

Decision Table

	# per Day	Overhead/per	Raw Materials per	Assembly	Cost	Gross Margin	Daily Gross Profit
Widget	12.5	\$4.49	\$2.00	\$12.83	\$19.33	\$5.68	\$70.75
Thingy	9.7	\$5.78	\$5.00	\$16.50	\$27.28	\$7.73	\$74.91
DoDad	21.8	\$2.57	\$3.50	\$7.33	\$13.40	-\$1.40	-\$30.55

Let's Play a Bit With “Numbers”

Let's Play a Bit With Lists

Starting New Sheet With Templates

Blank or Many Options - Start with "BLANK"

- Every Column is Identified With A Letter A...Z.....
ZZZ
- Every Row is Identified With a Number - 1
- The intersection of a Row & Column Makes a "Cell"
- A Cell's "Name" is determined by the intersection.
ie: B1 or A7 or...

Note and Chose the Table Tab in Right Sidebar

- Chose # of Columns/Rows - Chose # of
Column/Row Headers
- Adjust Default Font Size
- Adjust Row & Column Cell Height and Width if
Desired

Click/Touch a Cell to Chose it

- Type words or numbers as desired
- Chose new cell and Repeat as Desired
- The "Text" Tab in the Righthand Sidebar allows
you to adjust Fonts, Size, Color etc. as desired
just like in Pages

Cell Copying and Deleting

- Click on a Cell to Move and “Copy” it:
Menu Edit => Copy or shortcut Command C
- Click on new Location Cell and “Paste” it:
Menu Edit => Paste or shortcut Command V
- You can multiple Copy and Paste
Chose Multiple cells to copy from or paste to
- To Delete Contents of a Cell/s Chose It and Click the Delete key

All of the Familiar Formatting Commands can be applied to the contents of any cell/s

- Click the “Text” tab in the righthand Sidebar
- The Formatting Options will be applied to any chosen cell/s

Column and Row Manipulation

- Sorting
Ascending/Descending
- Moving Column or Row
- Inserting Column or Row

Let's Play With Quantities

- Quantities are merely Numbers (of things) which can be added, subtracted, multiplied or divided
- Quantities can also be summed or averaged
- There exist many, many formulas which can operate on numbers to produce meaningful results
- Spreadsheet Applications (Numbers and Excel and...) have almost identical methods of manipulating numbers. One Creates “Functions” within a cell.
- Functions always start with an “=” sign.
- As soon as an “=” sign is typed in a cell, the Righthand Side Bar turns into a “Function” Bar with Types of functions on the left and contents of that type on the right. There is also an explanation further down the Side Bar.
- WE WILL NOT BE EXPLORING THOSE FUNCTIONS TODAY BUT MANY ARE USED IN THE TEMPLATES WHICH YOU CAN EXPLORE AS YOU DESIRE,
- We WILL play with the arithmetic capabilities!

Lets add and subtract some numbers.

Now Multiply and divide

Finally sum and average

Vacation Prepare

Car's MPG	25		Gasoline Cost	4.00
# of Days	7			
Breakfast	\$15.00		\$105.00	=B\$3×B5
Lunch	\$20.00		\$140.00	=B\$3×B6
Dinner	\$80.00		\$560.00	=B\$3×B7
Snacks	\$15.00		\$105.00	=B\$3×B8
Total Food	\$130.00		\$910.00	=B\$3×B9
Milage	300		2100	=B\$3×B11
Tolls	\$30.00		\$210.00	=B\$3×B12
Total automobile	\$48.00	$=(B11 \div B2) \times E_2$	\$336.00	=B\$3×B13
Lodging	\$200.00		\$1400.00	=B\$3×B15
Resort Fees	\$30.00		\$210.00	=B\$3×B16
Entertainme nt	\$20.00		\$140.00	=B\$3×B18
Total Daily	\$418.00	Grand Total	\$2926.00	=B\$3×B20
	$=B9+B15+B16+B18 \div 2+B1_3$			

Additional Spreadsheet Info:

25 Things You Didn't Know You Could Do With Mac Numbers - MacMost

https://macmost.com/25-things-you-didnt-know-you-could-do-with-mac-numbers.html?awt_a=2P.a&awt_l=DEzPu&awt_m=JIYWVzL9Ux8I.a

“Learn Numbers” The Mac U

<https://themacu.com/members-home/numbers-mac-tutorial/>

