Getting Started with Numbers for iPad

Create a New Spreadsheet
- Create a new Spreadsheet.
- Open a Spreadsheet.

Data
- Different Data Types.
- Fill a Row or Column with a Logical Range of Data.
- Copy and Paste Data.
  - Copy and Paste a Formula.
  - Copy and Paste Formula Results.
- Add the Values or Specified Cells.
- Subtract, Multiply, or Divide Cell Values.
- Preserve Row or Column Addresses.
- Sort Data.

Tables
- Creating a New Table.
- Entering Data.
- Editing Table Cells.
  - Select a Row or Column.
  - Add/Remove Table Columns/Rows.
  - Move Rows or Columns.
  - Resize Rows or Columns.
- Merging/Unmerging Cells.

Resize a Table
- Freeze Table Header Rows or Columns.
- Select an Entire Table.
  - Restyle a Selected Table.
- Select a Range of Cells.

Add a New Sheet
- Rename a Sheet.
- Moving Between Sheets.
- Duplicate or Delete a Sheet.

Insert a New Chart
- Link the Chart to Data in a Table.
- Add or Delete a Data Series.
  - Switch Rows and Column as Data Series.
- Change the Chart Number Format.

Insert a New Image, Shape, Text box, or Movie
- Delete an Object.
- Replace an Image Placeholder.
- Customize Placeholder Text.

Select Words or Paragraphs
- Copy and Paste Text.
- Copy and Paste a Text Style.
  - Change Font Size and Style for All Text in a Table.
  - Change Font Size, Style, and Color for Text Within Selected Cells.
  - Apply Bold, Italics, Underline, or Strikethrough to Text.
  - Align Text.

Select, Group, and Copy Objects
- Select Multiple Objects.
  - Group Objects on a Spreadsheet.
  - Copy and Paste Objects onto Sheets.
  - Match the Sizes of Two Objects.
  - Connect Two Objects with a Line.

Hyperlink Text in a Spreadsheet
- Copy or Open a Hyperlink.
- Edit the Display Text.
- Edit the Linked URL or E-mail Address.
- Remove a Hyperlink.

Share Spreadsheets
- Sharing through iTunes.
- E-mail Spreadsheets.
- Store Spreadsheets in iCloud.

Manage Spreadsheets
- Review a Spreadsheet.