

# Course : Numbers, unlocking the potential of your data on the Mac

Create high-performance spreadsheets

**Practical course - 2d - 14h00 - Ref. MOC**

**Price : 890 CHF E.T.**

Creating spreadsheets with Numbers will hold no secrets for you. You'll see how to accurately capture, organize and analyze your data, and create powerful graphs to visualize trends. You'll also customize and automate your sheets for optimized results.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Master the Numbers spreadsheet interface and functions to create spreadsheets
- ✓ Capture and manipulate data with precision
- ✓ Use formulas and functions to perform calculations
- ✓ Create powerful, customized graphs to visualize data
- ✓ Use advanced analysis functions to interpret data, perform groupings and filters
- ✓ Collaborate in real time with colleagues, share and export spreadsheets in different formats

## Intended audience

Anyone who wants to create professional spreadsheets with Numbers on macOS.

## Prerequisites

Knowledge of the macOS environment.

## Practical details

### Hands-on work

Discussions, practical exercises and training to prepare you for Numbers on macOS.

### PARTICIPANTS

Anyone who wants to create professional spreadsheets with Numbers on macOS.

### PREREQUISITES

Knowledge of the macOS environment.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## Course schedule

### 1 Introducing Numbers

- Overview of Numbers interface and features.
- Work environment configuration.
- Document management: create, open and save documents.

#### Hands-on work

Explore the Numbers interface and familiarize yourself with key features.

### 2 Data creation and structuring

- Enter and manipulate data in cells.
- Use formulas and functions to perform calculations.
- Sorting, filtering and conditional formatting to organize data.
- Create and manage tables to structure information.

#### Hands-on work

Enter and manipulate data in cells. Use sorting, filtering and conditional formatting to organize data.

### 3 Data visualization

- Use of graphics for powerful data representation.
- Customize graphics with styles, colors and labels.
- Create dynamic graphs to track data trends.

#### Hands-on work

Use of graphics for powerful data representation.

### 4 Data analysis and interpretation

- Use advanced functions for statistical analysis.
- Create pivot tables to group and analyze data.
- Advanced filtering to extract specific information.

#### Hands-on work

Create pivot tables to group and analyze data.

### 5 Customization and automation

- Customize cells, number formats and table styles.
- Creation of forms to facilitate data entry.
- Automate recurring tasks with macros.

#### Hands-on work

Create forms to facilitate data entry. Automate recurring tasks with macros.

### 6 Collaboration and spreadsheet sharing

- Use real-time collaboration features.
- Export and share spreadsheets in different formats.
- Manage worksheet access rights and authorizations.

#### Hands-on work

Export and share spreadsheets in different formats.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

