



iWorks Numbers

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Overview	
<i>Openings</i>	<p>Instructional Projects:</p> <ul style="list-style-type: none"> • http://edcommunity.apple.com/ali/ <p>Templates:</p> <ul style="list-style-type: none"> • Review (Multi-page preview, resize views) • Creating your own (templates) <p>Interface:</p> <ul style="list-style-type: none"> • Toolbar: Customizing; Adding objects, simple editing, changing views, sheets and tables. • Format Bar: shortcuts to inspector. • Inspector: fine tuning document items, text and objects • Navigation Tray- Sheets and Tables • Table Styles • Interactive Function menu show results of cell
<i>Features</i>	<p>Tables and Cells</p> <ul style="list-style-type: none"> • Table templates: Sums, Checklist, Sums Checklist • Cells: Checkbox, Slider, Stepper and Pop-up Menu • Functions: Quick Functions, Function Browse <p>Charts</p> <ul style="list-style-type: none"> • Chart Types • Chart: Title, Gaps, Legend • Axis: Title, Values, Labels, Gridlines • Series: Labels, Values <p>Misc in Inspector</p> <ul style="list-style-type: none"> • Edit table and cell formats and setup. • HyperLinks, Quicktime, edit objects and text <p>Media</p> <ul style="list-style-type: none"> • Dragging • Media Button for iLife access • Masking • Media Placeholders • Insta Alpha- making backgrounds of photos transparent
<i>Resources</i>	<ul style="list-style-type: none"> • Help: Help Menu has both online and offline help resources. • Tutorials: Help Menu or http://www.apple.com/iwork/numbers/what-is-numbers.html
<i>Sharing</i>	<ul style="list-style-type: none"> • Share auto-updating charts with Pages and Keynote. • Import from AppleWorks Spreadsheet, Excel • Export to CSV, PDF, Excel, Images, iWeb • Copy and paste editable tables/charts to Pages and Keynote



iWorks Pages

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Overview	
Openings	<p>Templates:</p> <ul style="list-style-type: none"> • Review • Creating your own (each new page is a section)
	<p>Inspector, Toolbar, Format Bar</p> <ul style="list-style-type: none"> • Toolbar: Contextual, Customizing; Purpose • Inspector, Contextual Format Bar: Changing appearance
	<p>Styles</p> <ul style="list-style-type: none"> • Format Bar: Assigning styles • Drawer: Assigning styles or creating your own.
Features	<p>Media</p> <ul style="list-style-type: none"> • Dragging • Media Button for iLife access • Masking • Media Placeholders • WaterMarks and Instant Alpha
	<p>Tables</p> <ul style="list-style-type: none"> • Page setup a table- many templates setup this way • Drag Numbers tables into Pages (Formulas are editable) • Charts made from tables
	<p>Charts</p> <ul style="list-style-type: none"> • Shared auto-update charts from Numbers • Chart Types • Chart: Title, Gaps, Legend • Axis: Title, Values, Labels, Gridlines • Series: Labels, Values
	<p>Mail Merge</p> <ul style="list-style-type: none"> • Merges Address Books fields for one person in one document, multiple copies for members of a group. (Woodland Ltr, w/Address group) • Add in toolbar, adjust in Link Inspector • Create additional fields in Address Book if needed.
	<p>Outline</p> <ul style="list-style-type: none"> • Templates • Outline Editing Bar
Resources	<p>Resources</p> <ul style="list-style-type: none"> • Help: Help Menu has lots of offline and online help resources • Pages Support: Help Menu or http://www.apple.com/iwork/pages/what-is-pages.html • Tutorials: Help Menu or http://www.apple.com/iwork/tutorials/
Sharing	<ul style="list-style-type: none"> • Imports Word and AppleWorks Word Processing • AppleWorks Draw: Copy each object into in an AppleWorks Word Processing document and save. Import the AppleWorks Word Processing document into Pages. • Export to Word, PDF, RTF, or text



iWorks Keynote

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Overview	
<i>Interface</i>	<p>Instructional Projects:</p> <ul style="list-style-type: none"> • http://edcommunity.apple.com/ali/ <p>Templates:</p> <ul style="list-style-type: none"> • Review • Creating your own (themes- Macintosh HD/Library/Application Support/Keynote/Themes) • Getting more- http://www.presentersuniversity.com/downloads_keynote.php <p>Views</p> <ul style="list-style-type: none"> • Toolbar: Customizing; Adding objects, simple editing, changing views, themes, masters. • Inspector: fine tuning objects, document/slide essentials • Navigation Tray- assigning masters, adding slides, revising masters
<i>Objects</i>	<p>Media</p> <ul style="list-style-type: none"> • Dragging • Media Button for iLife access • Masking • Media Placeholders • Smart Builds • Insta Alpha- making backgrounds of photos transparent <p>Tables</p> <ul style="list-style-type: none"> • Create tables or drag Numbers tables into Keynote (Formulas are editable) • Charts made from tables by highlighting cells and clicking Chart <p>Charts</p> <ul style="list-style-type: none"> • Shared auto-update charts from Numbers • Chart Types • Chart: Title, Gaps, Legend • Axis: Title, Values, Labels, Gridlines • Series: Labels, Values <p>Misc in Inspector</p> <ul style="list-style-type: none"> • Transitions and Screen Builds • Soundtrack, HyperLinks, edit objects
<i>Resources</i>	<p>Resources</p> <ul style="list-style-type: none"> • Help: Help Menu: lots of offline and online resources • Keynote Support: http://www.apple.com/iwork/keynote/what-is-keynote.html • Tutorials: Help Menu or http://www.apple.com/iwork/tutorials/
<i>Import/Export</i>	<p>Importing & Exporting</p> <ul style="list-style-type: none"> • Import from AppleWorks Slideshow, PowerPoint, OmniOutliner • Export to Quicktime, PowerPoint, PDF, Images, Flash, HTML, iPod