

Notes for how to create spreadsheet and chart using the Numbers Application

- To create a new spreadsheet
 - Tap + sign at top left of screen.
- Choose Blank Spreadsheet
- How to make spreadsheet smaller?
 - Tap top or bottom edge of spreadsheet
 - Drag across what you want deleted and hit delete
 - Same thing with rows
- Put events on column side
- How to create a chart?
 - Tap Chart
 - Highlight event and score
 - Tap create chart
 - Drag to make smaller
 - Tap title and type name of event
- Do above for all events
 - Drag each chart below the previous chart
 - Type in title
 - Make appropriate size

Other Key Points

- How to transfer data from spreadsheet to chart
 - Tap Chart
 - Edit References
 - Drag over data in spreadsheet
- How to show the scores in the chart columns?
 - Tap Chart
 - Chart Options
 - Value Labels
 - Choose how you want it
- How to make cells bigger or smaller
 - Tap on chart
 - Drag column or row bar to desired size
- How to change # scale
 - Tap Chart
 - Chart Options
 - Y – Axis
 - Value Scale Settings
- How to take away scale of y-axis
 - Tap Chart
 - Tap Y-axis
 - Turn off value labels