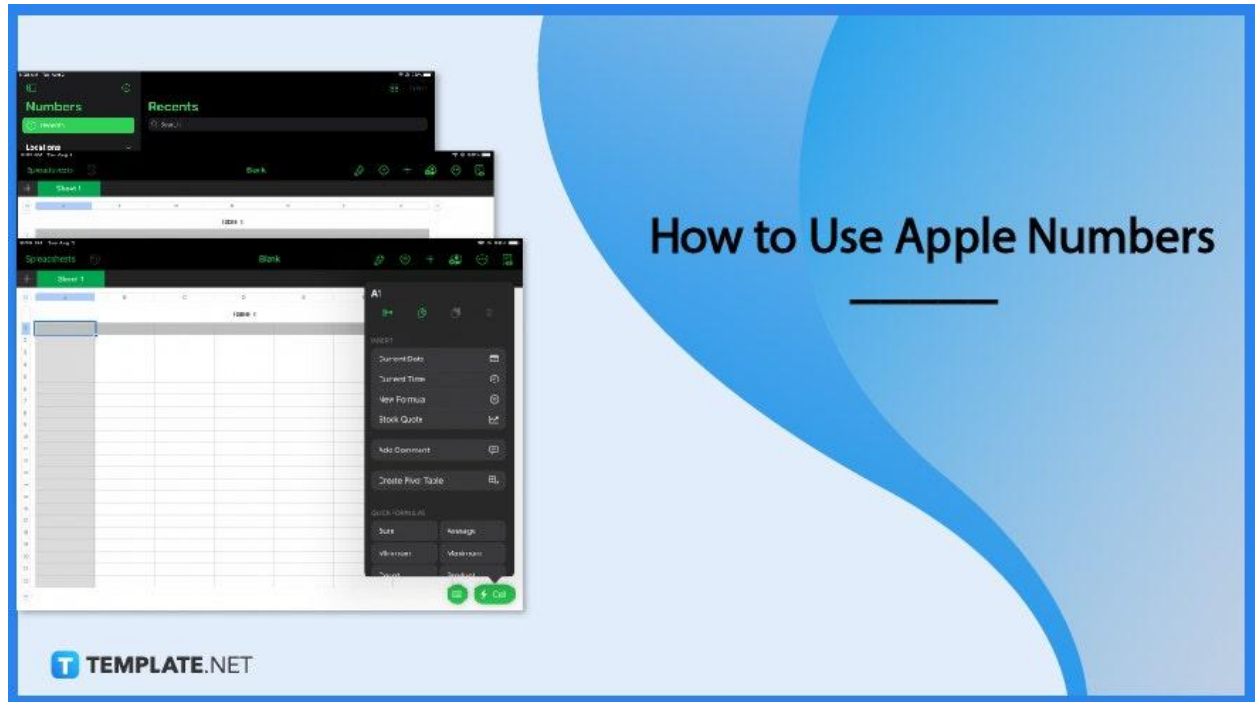


# How to Use Apple Numbers

Apple Numbers is a popular spreadsheet application and is a great alternative to the usual Microsoft Excel. The program is free to download and is available for both Mac and Windows users.

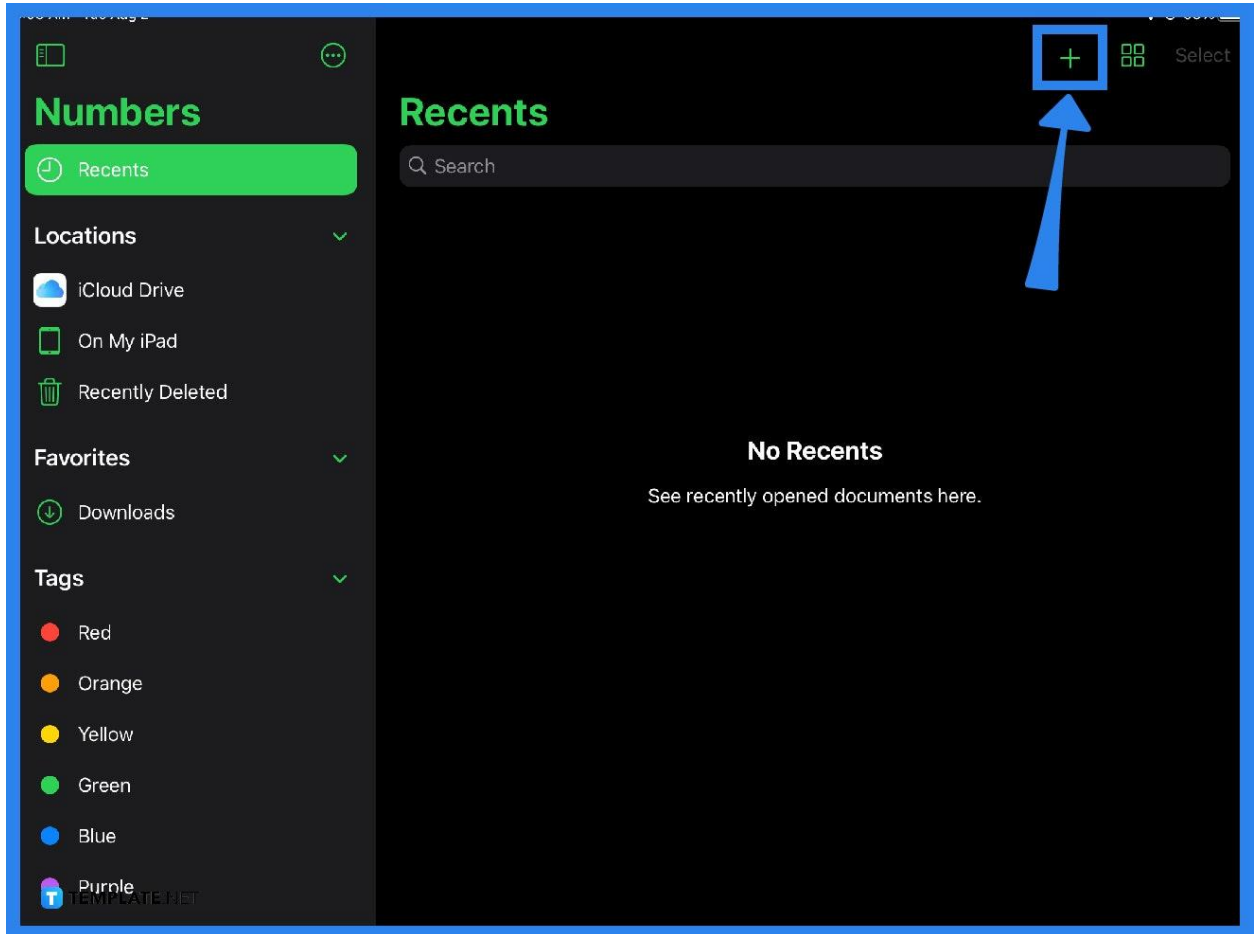


## How to Use Apple Numbers

Using Apple Numbers just takes practice and patience. These basic steps can help you get started.

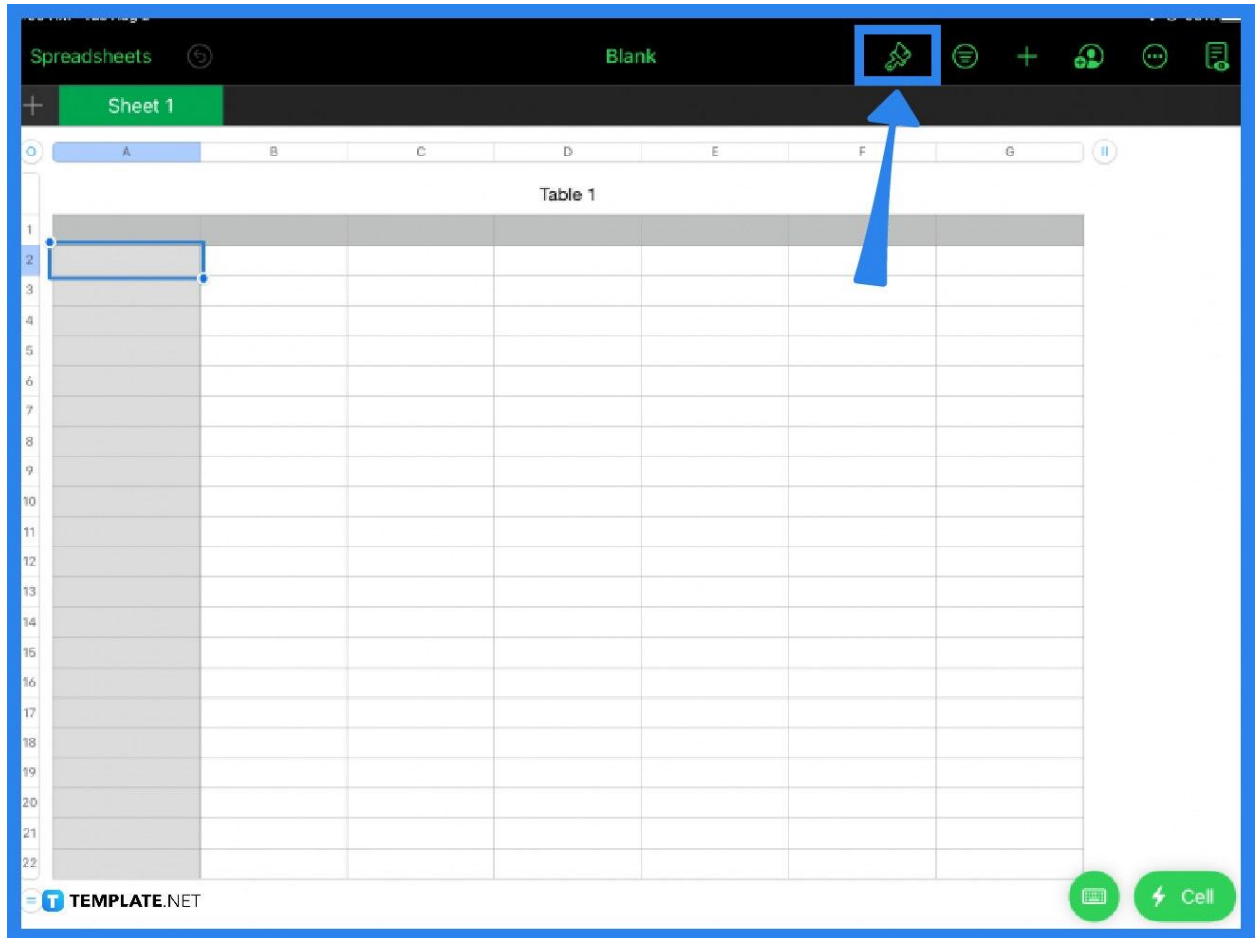
- **Step 1: Open the Apple Numbers Application**

Whether on your Mac, iPad, or even iPhone, click on the Apple Numbers icon and you will immediately be redirected to the homepage where you can view your recent files, or by selecting the + icon, you can create a new document.



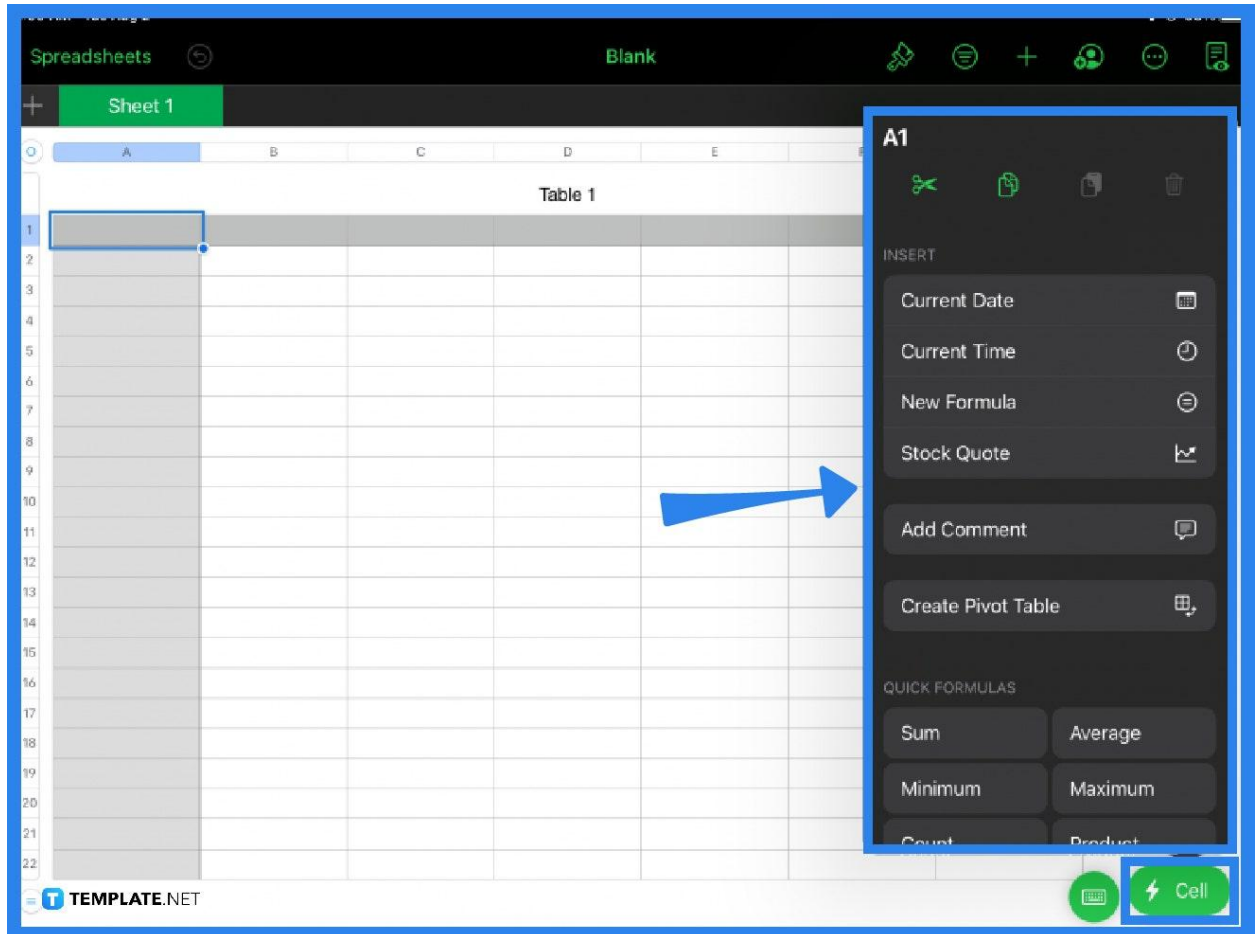
- **Step 2: Add Data**

Once you open a file, you can view and begin adding data to your spreadsheet. You can choose any column or row to begin with. To edit or customize the cells in your row or column, simply click on it and select the paintbrush icon located on the main toolbar.



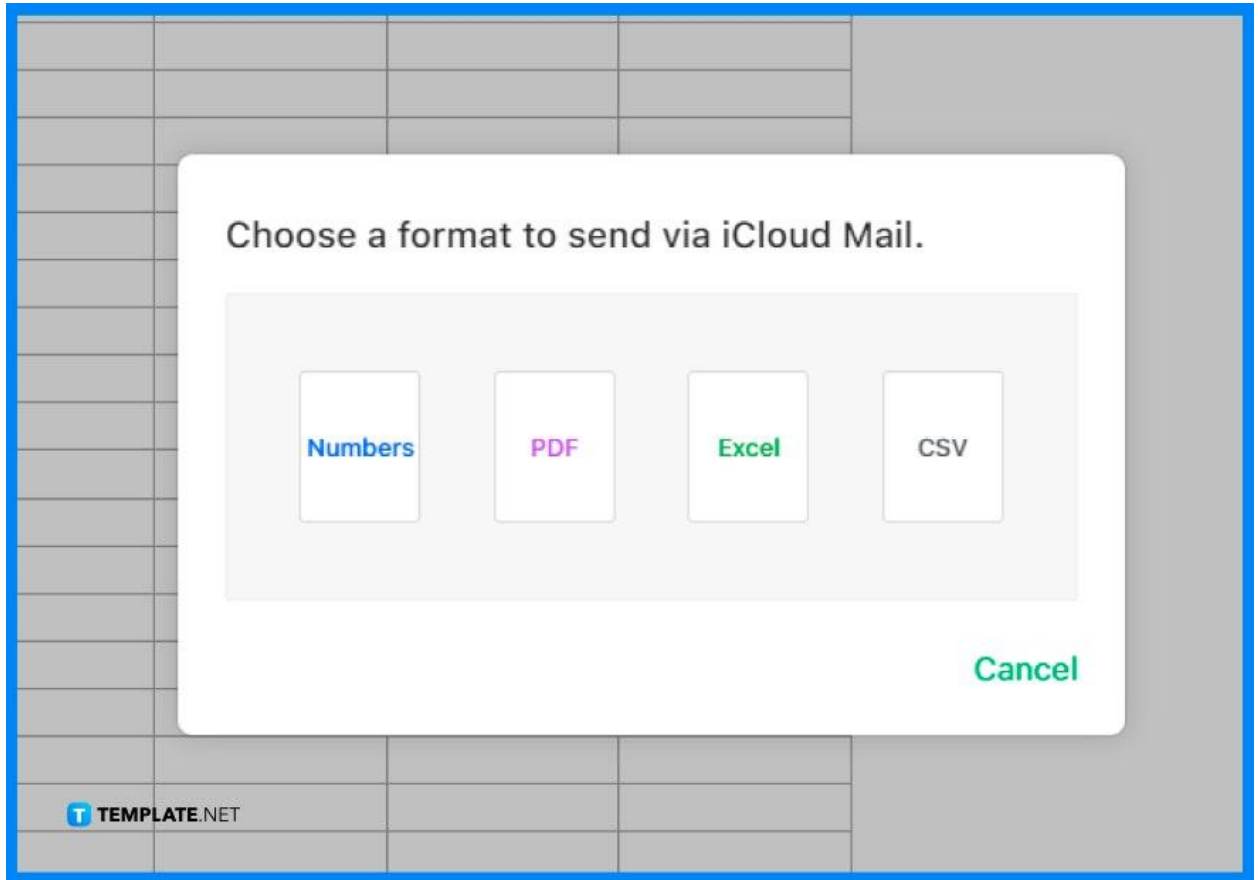
- **Step 3: Edit the Spreadsheet**

With Apple Numbers' extensive library of tools, you can edit your spreadsheet and format each cell by clicking on the Cell function located on the lower right corner of the screen. Create a pivot table, insert formulas, and do a host of other functions when you use the Cell tool.



- **Step 4: Export or Share the File**

Apple Numbers automatically saves your work as you edit. And once you are done with your work, you can share and export your document in your preferred file format. Some of the available file format include Excel, PDF, CSV, and TSV formats.



## FAQs

### How do you use Apple Numbers for beginners?

For beginners, it is best to use an existing template from the Apple Numbers template gallery so it is much easier to edit and you do not have to start from scratch.

## **Which is better Microsoft Excel or Apple Numbers?**

It would depend on individual preferences; most people might be more familiar with Excel only because the software was developed first.

## **What can Apple Numbers do?**

Apple Numbers allows users to perform mathematical calculations, organize data, and create spreadsheets, charts, and other data management tools.

## **How do I use Apple Numbers for bookkeeping?**

Apple Numbers is an excellent accounting and bookkeeping tool; you can create balance sheets, manage accounts, add charts, graphs, etc.

## **How do I track expenses in Apple Numbers?**

You can keep track of your income and expenses using a ready-made budget template in Apple Numbers and by filling in the necessary details.

## **How do I use Apple Numbers for a budget?**

Apple Numbers offers free budget templates that users can use and edit according to their needs.

## **Which is better Google Sheets or Apple Numbers?**

It greatly depends on the individual preferences of users; like Microsoft Excel, Google Sheets and Apple Numbers share similar functions and can serve all kinds of personal and professional purposes.

## **How do I create a spreadsheet in Apple Numbers?**

To create a basic spreadsheet in Apple Numbers, open the application and select the + icon then choose the blank spreadsheet.