

# Numbers '09

使用手册

# **Iwork09 Numbers Manual**

**David Pogue** 

# **Iwork09 Numbers Manual:**

iWork '09: The Missing Manual Josh Clark, 2009-04-23 With iWork 09 Apple s productivity applications have come of age Unfortunately their user guides are stuck in infancy That's where iWork 09 The Missing Manual comes in This book guickly guides you through everything you need to know about the Pages word processor the Numbers spreadsheet and the Keynote presentation program that Al Gore and Steve Jobs made famous Friendly and entertaining iWork 09 The Missing Manual gives you crystal clear and jargon free explanations of iWork's capabilities its advantages over similar programs and its limitations You ll see these programs through an objective lens that shows you which features work well and which don t With this book you will Produce stunning documents and cinema quality digital presentations Take advantage of Mac OS X s advanced typography and graphics capabilities Learn how to use the collection of themes and templates included with iWork Get undocumented tips tricks and secrets for each program Integrate with other iLife programs to use photos audio and video clips Learn why iWork is the topic most requested by Missing Manual fans One of the few sources available on Apple s incredible suite of programs iWork 09 The Missing Manual will help you get the best performance out of Pages Numbers iWork '09 Pocket Genius Guy Hart-Davis, 2010-10-26 If you want to get the very most out of Keynote and more in no time the suite of iWork 09 applications put this savvy Portable Genius guide to work Want to create professional quality documents Make your spreadsheets powerful and unique Deliver a persuasive presentation in person on paper or via the Internet You ll find cool and useful Genius tips full color screenshots and pages of easy to access shortcuts and tools that will save you loads of time and let you enjoy the iWork 09 applications to the max Creating Keynote Slideshows: The Mini Missing Manual Josh Clark, 2010-02-17 Don t bore your audience with black bullet points on a white background Your ideas deserve a presentation that s as smart and elegant as they are Even if you re new to the Mac this hands on guide gets you up to speed on Keynote's features like timesaving themes fast You'll learn how to customize layouts to your liking and add even more flash with sound and video IWork: The Missing Manual Jessica Thornsby, Josh Clark, 2014-03-18 Apple s iWork is more versatile than ever now that there are versions for Mac iOS and even iCloud The only thing iWork doesn t include is its own how to guide That s where this friendly jargon free Missing Manual comes in With complete instructions and helpful examples you ll quickly learn how to create stunning documents slideshows and spreadsheets with iWork s Pages Keynote and Numbers The important stuff you need to know Create elegant files in minutes Save tons of time by using iWork s collection of prebuilt templates and themes Craft a variety of documents Use Pages to design attractive newsletters catalogs brochures flyers and posters Build eye popping presentations Turn Keynote's themes and easy to use cinematic effects into beautiful custom slideshows Organize and clearly convey information Jazz up your Numbers spreadsheets with charts images and videos Always have your work on hand Store your files in iCloud and have them sync automatically to your Mac and iOS devices Work anywhere any time Use the web based iWork for iCloud to create projects on any computer even a PC Versions

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