



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 quickly 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 Keynote and more in no time

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covered This edition covers Pages for Mac 5 1 Keynote for Mac 6 1 Numbers for Mac 3 1 version 2 1 of each iOS app and iWork for iCloud *Apple Training Series* HARRINGTON,2010-04-16 In the only Apple certified guide to iWork 09 you ll learn to create everything from first rate business presentations and newsletters to effective budgets and event planners Focused lessons take you step by step through all aspects of Keynote Pages and Numbers The self paced book uses real life material and practical lessons that you can apply immediately to your own projects You ll learn to Master the iWork suite of tools quickly through fun real world projects Design a Keynote presentation from storyboard to Web export Add animated charts and custom backgrounds to a presentation with ease Publish great looking newsletters and brochures in print and on the Web Build a professional marketing package from scratch Create expense reports track budgets and plan special events Sort organize and chart data using sophisticated spreadsheet calculations The Apple Training Series is both a self paced learning tool and the official curriculum of the Apple Training and Certification Program To find out more about Apple Training or to find an Authorized Training Center near you go to www.apple.com/training All of Peachpit s eBooks contain the same content as the print edition You will find a link in the last few pages of your eBook that directs you to the media files Helpful tips If you are able to search the book search for Where are the lesson files Go to the very last page of the book and scroll backwards You will need a web enabled device or computer in order to access the media files that accompany this ebook Entering the URL supplied into a computer with web access will allow you to get to the files Depending on your device it is possible that your display settings will cut off part of the URL To make sure this is not the case try reducing your font size and turning your device to a landscape view This should cause the full URL to appear **IPad: The Missing Manual** J.D. Biersdorfer,2012-12-03 Looks at the features and functions of the iPad covering such topics as browsing the Web with Safari using built in apps reading iBooks and ePeriodicals playing games using iTunes watching videos and accessing iCloud

Switching to the Mac: The Missing Manual, Snow Leopard Edition David Pogue,2009-12-09 Demonstrates how to become adjusted to the Macintosh operating system and how to transfer data from a Windows system to a Macintosh discussing topics such as moving files and Macintosh equivalents to Windows only programs *Switching to the Mac: The Missing Manual, Mountain Lion Edition* David Pogue,2012-09-12 Ready to move to the Mac This incomparable guide helps you make a smooth transition New York Times columnist and Missing Manuals creator David Pogue gets you past three challenges transferring your stuff assembling Mac programs so you can do what you did with Windows and learning your way around OS X Learning to use a Mac is not a piece of cake but once you do the rewards are oh so much better You won t find questionable firewalls or inefficient permissions Just a beautiful machine with a thoroughly reliable system Whether you re using Windows XP or Windows 7 we ve got you covered Transfer your stuff Moving files from a PC to a Mac is the easy part This guide gets you through the tricky things extracting your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Re create your software suite Big name programs from Microsoft Adobe and others are available in

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