

**QCMUG Meeting Minutes**  
**October 21, 2008**  
**Norm Kelinson Room- Bettendorf Public Library**

Attendance: There were 13 members present. Members: Dean Arney, Keith Claussen, Jim Hall, Wilma Hauser, David Neese, Brett Neese, David Ochs, Arnold Olson, Don Patridge, Duke Roth, Don Schaefer, Kathy Schroeder. Cynthis Weinberger.

**Treasurer's Report:**

The current balance is \$1326.37. Dave noted there are quite a few membership fees overdue. Names highlighted on the sign up sheet indicate those individuals.

Old Business: There are still a couple of old O'Rieilly books that are available for review. Anyone who sees new books from O'Reilly they would like, should let Don know and he will try to get that book for the member to read and review.

**New Business:**

We will have our election of officers in November. The current officers with the exception of secretary are willing to continue. Please see one of the officers if you are interested in this or any other position. The December meeting will be our annual white elephant gift exchange and holiday party. The president mentioned some information he had read on how to make meetings more enjoyable. He will be looking for people willing to help implement some of these ideas. Another concern is that one of these days we will have to look into upgrading the club laptop.

**October Program:**

Numbers 08 presented by Keith Claussen

Keith gave an interesting and informative presentation as he demonstrated Numbers 08 basics and features. As he was presenting, Keith made a screen-cast of his presentation. Hopefully this will be posted to the QCMug web site. If not, anyone interested should contact Keith and he can provide more information.

**INTRODUCTION**

What is Numbers '08? It is part of the iWorks 08 productivity suite along with Pages and Keynote. It is a competitor of Excel. It does much of what Excel does and has compatibility with those files. Any done with special scripting in Windows won't work. Most typical Excel files will open with Numbers.

## APPLICATION

There is an Open window with template choices or a blank document. Keith began with a new blank sheet. New blank sheets can be added by clicking on sheet at the top of the page.

## LAYOUT

On the left side of the sheet is the main navigation window where you see the name of the sheet and styles. There are tools across the top for: inserting tables, function, sort and filter, charts, text box, shapes, comments, inspector, media, colors and fonts. The two main windows you will be working with are the main spreadsheet and the inspector. As in Pages, you will want inspector open as you work on the spreadsheet. The following tabs are found in Inspector: Document, Sheet, Table, Cells, Chart, Text, Graphic, Metrics, Hyperlink, QuickTime. Document has printer page set up and document information, Sheet inspector sets margins, page layout, and page numbers. Table tools changes column and row sizes, cell borders, and cell backgrounds. Cell format allows the user choose text, currency, date, etc. in cells.

## TABLES

You can make your own tables. To add or delete rows, just drag to make the sheet larger or smaller. Holding down the mouse will get an arrow that allows row to be added or deleted.

## ADDING DATA

Keith created an example of a QCMug membership list and added information as a way of showing how the features work. He demonstrates a quick way to add months of the year to cells. After typing data in the first cell, drag the cursor over the right edge of the cell. When the x turns black pull down or across and it will auto fill. This can be done for days of the week and other sequential data. He showed three ways to add numbers: 1) Type the = key at the end of the column. A box will appear where you can type an equation. Press return or the green check in the box to get the sum. 2) Use the function editor at the top and choose sum. 3) Select a cell, hold down the command key and select other cells. The sum and other information will show up in the lower left hand corner of the window. The sum can be dragged into the appropriate cell.

There are guide markers (the same as in Pages) that will line up objects as they are moved around.

In inspector the cell format tab allows you to choose checkbox, slider, stepper, pop-up.

## CHARTS

A chart can be made by holding down the mouse and making a box around the cells. Click on charts and the chart will appear right on the page. There are many choices of chart types and colors. Pictures, movies, or music may also be inserted into the spreadsheet.

Look to the bottom left to choose a style for the chart. The spreadsheet can also be sent to iweb.

#### PRINT & SHARE

You can make changes and adjust layout while you are in print preview. to export go to file export and save as a pdf, Excel, or CSV.

#### PRICING

\$79 retail

\$99 Family Pack (5)

Amazon.com has deals! \$69 single and \$73 Family

For more information :

[www.apple.com/iwork/tutorials](http://www.apple.com/iwork/tutorials), Atomic learning. Apple Training Series: iWork 08 (Apple Training)

Following the excellent program there was a brief discussion about the newest laptops. The new MacBooks are made of aluminum and hard drive can be accessed from the bottom where the battery is replaced. The screen is a piece of glass over the LCD. It is very glossy. There is no firewire port on the MacBook. Firewire is still on the Pro.

Open Forum:

There were no open forum questions this month.

The next meeting will be Tuesday, November 18

Respectfully submitted, Kathy Schroeder QCMug Secretary