

**Dacorum U3A**

**Apple Mac Users Group**

**Tuesday 4th August 2015**

**Apple iWorks**

**Pages, Numbers & Keynote**

**on iPad, iPhone, MacBook iMac Etc**

# Agenda



- Identify topics to discuss in later meetings
- Overview of today's Presentation
- Apple iWorks Presentation
- Tea and Coffee break (about 3.00 pm?)
- Questions and Problems

# Apple iWorks



**Question :**  
**What is iWorks ?**

**Answer :**  
**Apple iWorks is a Suite of Apps, which includes a Wordprocessor App (Pages), a Spreadsheet App (Numbers) and a Presentation App (Keynote)**

# Apple iWorks Overview



**Apple Productivity Apps**, formerly known as **iWorks**), is an [office suite](#) of applications created by [Apple Inc.](#) for its [OS X](#) and [iOS operating systems](#), and also available cross-platform through the [iCloud](#) website.

It includes [Keynote](#), a [presentation program](#); the [word processing](#) and [desktop publishing](#) application [Pages](#) and the [spreadsheet](#) application [Numbers](#).

It is generally viewed as a office suite targeted at home and small business users, with fewer features than competitors such as Microsoft's [Office for Mac](#) and the open source [LibreOffice](#) project, but has a simpler user interface, strong touchscreen support and built-in links with Apple's iCloud document-hosting service and its Aperture and [iPhoto](#) image management applications. Apple's design goals in creating iWork have been to allow Mac users to easily create attractive documents and spreadsheets, making use of OS X's extensive font library, integrated spelling checker, sophisticated graphics APIs and its [AppleScript](#) automation framework.

The equivalent Microsoft Office applications to Pages, Numbers, and Keynote are Word, Excel, and PowerPoint, respectively. Although Microsoft Office applications cannot open iWork documents, iWork applications can export documents from their native formats (.pages, .numbers, .key) to Microsoft Office formats (.doc, .xls, .ppt, etc.) as well as to PDF files.

# Apple iWorks - Pages



## Pages for Mac

The last word in word  
processing.

Pages for Mac is a powerful word processor that gives you everything you need to create documents that look beautiful. And read beautifully. Redesigned for OS X Yosemite, it lets you work seamlessly between Mac and iOS devices. And even<sup>5</sup> work effortlessly with people who use Microsoft Word.

# Apple iWorks - Pages



## Pages everywhere

*Put all your devices to work. Together.*

You don't work in just one place on just one device. The same goes for Pages. Documents created on your Mac look exactly the same on your iPhone or iPad and vice versa. And it's effortless to move your work from one device to another. You can even access your documents from the web, share them, and collaborate with others in real time.

# Apple iWorks - Pages



Easy to share

[Spread the words.](#)

Pages makes sharing and collaborating as natural as writing. Just click Share to send a copy of your file. Or share a link to your document with anyone you want. You can even work on files that are stored with third-party services. And documents can be sent via services such as Gmail or Dropbox. That means your coworkers aren't working on lots of constantly changing versions and won't have to worry about files they can't open. Finally, everyone really is on the same page.



## Apple iWorks - Pages

Microsoft Word friendly

You don't have to work in Office to work with Office.

Teaming up with someone who uses Microsoft Word? Pages makes it simple for everyone. You can save Pages documents as Word files. Or import and edit Word documents right in Pages. Most popular Word features are supported, too. Now it's no problem to work on the same project. Even if you use different apps.



Apple iWorks - Numbers



# Numbers for Mac

## Spreadsheets have never brought so much to the table.

With Numbers for Mac, sophisticated spreadsheets are just the start. The whole sheet is your canvas. Just add dramatic interactive charts, tables, and images that paint a revealing picture of your data. You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft Excel. Updated for OS X Yosemite, Numbers is now more powerful than ever.



# Apple iWorks - Numbers

## Powerful creative tools See the beauty in numbers.

A spreadsheet doesn't have to look like a ledger. That's why Numbers starts you off with a blank canvas instead of an endless grid. You can choose fonts and style cell borders. Or add, resize, and apply styles to tables. And move everything around your canvas at will. Next thing you know, you've turned budgeting into an art form.

Design your data.

Preset styling options let you choose table designs right when you create them. And you can quickly customize the look of your tables with easy-to-use cell border styling controls.

# Apple iWorks - Numbers

Designed for simplicity



Starting with Numbers is as easy as 1, 2, 3. There are prebuilt templates for all your most common tasks. Coaching tips that pop up right when you need them. And an intuitive interface that simplifies the equation of finding the tools you want. Underneath it all, there's an advanced calculation engine that makes full use of the 64-bit power of OS X Yosemite. So nothing will slow you down once you get going.

Advanced tools

Numbers supports over 250 functions. And it's built with sophisticated tools that make using them way simpler than you'd think. With a few clicks, you can perform complex calculations, filter the data, and sum up what it all means. Running the numbers is now a simple operation.



# Apple iWorks

Numbers everywhere

Put all your devices to work. Together.

You don't work in just one place on just one device. The same goes for Numbers. Spreadsheets created on your Mac look exactly the same on your iPhone or iPad and vice versa. And it's effortless to move your work from one device to another. You can even access your spreadsheets from the web, share them, and collaborate with others in real time.

Easy to share

Add others to the equation.

Numbers makes it easy to work closely with faraway colleagues. Just click Share to send a copy of your file. Or share a link to your spreadsheet with anyone you want.

You can even work on files that are stored with third-party services. And spreadsheets can be sent via services such as Gmail or Dropbox. Which means everyone sees — and works on — the same spreadsheet. How's that for an ideal data distribution?



# Apple iWorks - Numbers

Microsoft Excel friendly

You don't have to work in Office to work  
with Office.

Teaming up with someone who uses Microsoft Excel? Numbers makes it a great working relationship. You can save Numbers spreadsheets as Excel files. Or import and edit Excel spreadsheets right in Numbers. Most popular Excel features are supported, too. Now it's no problem to work on the same project. Even if you use different apps.



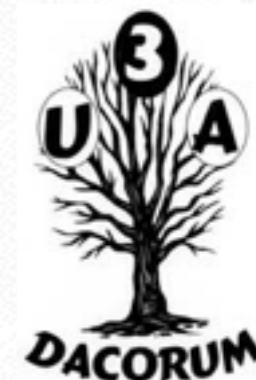
# Apple iWorks - Keynote

## Keynote for Mac

Your presentation. Totally decked  
out.

Keynote for Mac makes it simple to create and deliver beautiful presentations. Updated for OS X Yosemite, Keynote employs powerful tools and dazzling effects that bring your ideas to life.

You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft PowerPoint.



# Apple iWorks - Keynote

Designed for simplicity

It's easy to get the show started.

Right from the beginning, Keynote sets the stage for a compelling presentation. A clean, intuitive interface puts all the tools you need front and center. And it's built to harness the 64-bit performance of OS X Yosemite. So everything runs smoothly — no matter how big or graphically rich.

Impressive charts

Data takes center stage.

When it comes to explaining data, a chart is worth a thousand words. Choose from column, bar, pie, scatter, bubble charts, and more. Use animation to add visual impact. And make your charts interactive to focus attention on important stages of the story. The effect is huge, but the effort isn't.



# Apple iWorks - Keynote

## Keynote everywhere

Put all your devices to work. Together.

You don't work in just one place on just one device. The same goes for Keynote. Presentations created on your Mac look exactly the same on your iPhone or iPad and vice versa. And it's effortless to move your work from one device to another. You can even access your presentations from the web, share them, and collaborate with others in real time.

See it here. See it there.

With Handoff, you can seamlessly switch from Keynote on your iOS device to Keynote on your Mac and vice versa. Whatever presentation you were last working on will be there waiting for you with all your latest edits. Thanks to a single file format shared by Keynote for Mac and Keynote for iOS, your presentation will look the same no matter the device.



# Apple iWorks - Keynote



Easy to share

Expand your audience.

Keynote makes it easy to share your show with a cast of dozens. Right from the toolbar, you can send a copy of your file. Or share a link to your presentation with anyone you want. So nobody has to wrangle lots of copies. You can even work on files that are stored with third-party services. And presentations can be sent via services such as Gmail or Dropbox. It makes connecting with your team — and ultimately your audience — a lot smoother.

Microsoft PowerPoint friendly

You don't have to work in Office to work with Office.

Teaming up with someone who uses Microsoft PowerPoint? Keynote makes it a great working relationship. You can save Keynote documents as PowerPoint files. Or import and edit PowerPoint documents right in Keynote. Most popular PowerPoint features are supported, too. Now it's no problem to work on the same project. Even if you use different apps.



# Apple iWorks

## Keynote for iOS

Your presentation. Totally decked  
out.

Keynote for iOS makes it simple to create and deliver beautiful presentations — with nothing but your fingers. Powerful tools and dazzling effects bring your ideas to life. You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft PowerPoint.

# Apple iWorks

## Pages for iCloud: What is Pages for iCloud beta?



Pages for iCloud is a web app that allows you to create and edit documents using a [supported web browser](#) from a Mac or Windows computer.

Documents you create are automatically available in Pages for iOS and Pages for Mac on all your devices set up to use iCloud, and on iCloud.com.

This integration works in both directions. You can create a Pages document on an iOS device or Mac, and it appears automatically on the web in Pages for iCloud.

That means you can edit documents from anywhere—your devices, computers, or on the web—and the changes show up everywhere. You can also share a link to a document with others, then edit the document together in real time on the web.

Important: To sync documents from Pages on a Mac, your Mac needs to have OS X Yosemite (v10.10) installed; to sync documents from Pages on an iOS device, your device needs to have [iOS 8](#) installed.

# Apple iWorks    **iCloud Storage**



## iCloud

iCloud connects you and your Apple devices in amazing ways. It makes sure you always have the latest versions of your most important things — like photos, documents, apps, notes, and contacts — on whatever device you are using. It lets you easily share photos, calendars, locations, and more with friends and family. It even helps you find your device if you lose it. And iCloud does it all automatically. Just like that.