



**appleJAC Macintosh
Users Group
Jefferson City, MO**

iWork Training Class Registration

appleJAC MUG would like to help you enjoy your computer during 2009 by providing some basic training classes in areas that the membership has indicated would be beneficial.

This fall, we are offering a three-session class in iWork '09, including Pages, Numbers and Keynote. These sessions will be offered on each **Thursday, September 10, 17 and 24, from 7:00 to 9:00 pm** each evening at Lewis and Clark Middle School in the Sixth Grade Commons.

The format of the class will be presentation style with a video projector. If you have a laptop, feel free to bring it to follow along on your own.

Registration fee for these classes is \$35 (one or all).
Classes require pre-registration:

Name: _____

Email: _____

(send registration to applejac@mac.com, pay before class starts)



iWork '09 Syllabus

Week I . . . PAGES

- Chapter A: Pages Basics**
 Part 1: Getting Started
 Part 2: Printing
 Part 3: Creating a letter and envelope
 Part 4: Character Formatting
 Part 5: Advanced Copying
 Part 6: Styles Formatting
 Part 7: Editing
 Part 8: Working with the Inspector

- Chapter B: Deeper into Pages**
 Part 1: Inserting Media
 Part 2: Working with Templates
 Part 3: Creating a Table
 Part 4: Creating a Chart
 Part 5: Exporting Pages Documents
 Part 6: Opening Other File Formats

Week II . . . NUMBERS

- Chapter A: Numbers Basics**
 Part 1: Intro to Numbers
- Chapter B: Creating a Spreadsheet**
 Part 1: Entering Text and Numbers
 Part 2: Creating Formulas
 Part 3: Formatting and Printing Spreadsheets
- Chapter C: Working with Charts and Tables**
 Part 1: Creating and Editing Charts
 Part 2: Working with Multi-Table Spreadsheets
 Part 3: Formatting Documents

- Chapter D: Deeper into Spreadsheets**
 Part 1: Creating Tables
 Part 2: Working with Data
 Part 3: Inserting Media

- Chapter E: Exporting and Sharing Spreadsheets**
 Part 1: Exporting Spreadsheets
 Part 2: Importing a Spreadsheet

Week III . . . KEYNOTE

- Chapter A: Getting Started**
 Part 1: Intro to Keynote
- Chapter B: Creating a Presentation #1**
 Part 1: Setting Up a Presentation
 Part 2: Working With Your Presentation
 Part 3: Editing Your Presentation
 Part 4: Managing Your Presentation
 Part 5: Managing Fonts
 Part 6: Using the Inspector
 Part 7: Inserting Media
- Chapter C: Adding Some Style**
 Part 1: Themes
 Part 2: Transitions and Object Builds
 Part 3: Getting Ready to Present
 Part 4: Exporting the Slideshow

iWork '09 . . . Week I . . . PAGES

Chapter A: Pages Basics

Part 1: Getting Started

- Intro
- Starting Pages
- Creating a document
- Saving and naming a file
- Entering text
- Copy, Paste, Cut and move text
- Deleting text
- Undo and Redo
- Show-hide format bar and rulers
- Show-hide full screen view
- Zoom controls
- Formatting text: fonts, sizes, and colors
- Formatting text: layouts and styles
- Using Save As

Part 2: Printing

- Printing

Part 3: Creating a letter and envelope

- Using a template
- Opening and closing a file
- Replacing placeholder text
- Addressing a letter using the Address Book

Part 4: Character Formatting

- Working with the color panel
- Working with the font panel
- Font effects
- Creating font collections
- Font panel actions button
- Font size key commands

Part 5: Advanced Copying

- Copying from another Pages file
- Copying from a Word file
- Inserting text from a RTF File

Part 6: Styles Formatting

- Copying and pasting character style
- Copying and pasting paragraph style
- Applying a list
- Using the Styles drawer
- Creating a style
- Importing a style

Part 7: Editing

- Spell Check
- Spell Check key commands and right click
- Proofreading
- Proofreading key commands
- Writing tools
- Text-to-speech as an editing tool
- Searching your document
- Find and replace

Part 8: Working with the Inspector

- Turning on the Inspector
- Preferences rulers
- Page setup
- Page setup facing pages
- Text formatting
- Using text bullets in lists
- Using image bullets and numbering in lists
- Using tiered numbers in lists

Chapter B: Deeper into Pages

Part 1: Inserting Media

- Inserting a text box
- Inserting a shape and resizing
- Adding a color and shadow to a graphic
- Inserting and resizing a picture from iPhoto
- Positioning a picture (or a graphic)
- Adding a reflection to a picture

Part 2: Working with Templates

- Starting with a newsletter template
- Replacing pictures in a template
- Masking (cropping) a picture
- Resizing a picture in a mask
- Duplicating a picture layout
- Using Instant Alpha to remove background colors
- Replacing text
- Inserting pages
- Linking text boxes
- Column formatting Text

Part 3: Creating a Table

- Creating a table
- Working with table headers and footers
- Entering information into table cells
- Resizing and placing tables in text

Part 4: Creating a Chart

- Creating a Chart
- Editing a Chart
- Inserting a Movie
- Addressing Your Newsletter

Part 5: Exporting Pages Documents

- Exporting as a PDF file
- Exporting as a Word file
- Exporting as a RTF file
- Exporting as a plain text file
- Sharing your file using Mail
- Using iWork.com #1
- Using iWork.com #2

Part 6: Opening Other File Formats

- Opening a Word file
- Opening a RTF file
- Wrap up

iWork '09 . . . Week II . . . NUMBERS

Chapter A: Numbers Basics

Part 1: Intro to Numbers

- Intro
- Starting Numbers and adding Numbers to the Dock
- Choosing a template
- Spreadsheet basics
- Show/hide the Toolbar
- Show/hide the Format Bar
- Zoom controls

Chapter B: Creating a Spreadsheet

Part 1: Entering Text and Numbers

- Entering text
- Using the Autofill option
- Entering numbers

Part 2: Creating Formulas

- Typing a formula
- Using the mouse to enter a formula
- Using the Function button to create a formula
- Drag-and-drop formulas (Minimum and Maximum)
- Using the Formula Editor and Function Browser
- Editing formulas

Part 3: Formatting and Printing Spreadsheets

- Fonts, typeface, size, and color
- Aligning cell contents
- Formatting numbers
- Cell borders
- Formatting a table
- Resizing a table
- Spell Check menu
- Spell Check key commands and Right Click
- Changing column and row sizes
- Viewing documents in Print View
- Printing

Chapter C: Working with Charts & Tables

Part 1: Creating and Editing Charts

- Creating a chart using the Menu
- Creating a chart using the Toolbar
- Turning on the Inspector
- Naming and sizing charts
- Chart options
- Chart Y-axis options
- Chart X-axis options
- Series options in charts

Part 2: Working with Multi-Table Spreadsheets

- Copy and paste tables
- Moving and aligning tables
- Adding comments

- Insert/delete columns and rows
- Entering formulas using multiple tables
- Copying formulas across multiple tables
- Double-checking formulas between multiple tables

Part 3: Formatting Documents

- Document formatting
- Sheet formatting
- Creating a header and footer
- Adding a sheet
- Formatting number cells
- Formatting time and date cells
- Cell borders and shading
- Text formatting with the Inspector

Chapter D: Deeper into Spreadsheets

Part 1: Creating Tables

- Creating a checklist from the Tables button
- Creating a table from the Insert menu
- Create header and footer rows
- Applying a style to a table

Part 2: Working with Data

- Creating a table from the Address Book
- Unhiding and deleting columns
- Working with header and footer rows
- Sorting data
- Searching data
- Alternating row colors
- Creating categories

Part 3: Inserting Media

- Inserting a text box
- Inserting a shape and resizing
- Adding a reflection and shadow to a graphic
- Inserting a picture from iPhoto
- Resizing and positioning a picture (or a graphic)
- Using Instant Alpha to remove background colors

Chapter E: Exporting & Sharing Spreadsheets

Part 1: Exporting Spreadsheets

- Exporting as a PDF file
- Exporting as an Excel file
- Exporting as a CVS file
- Sharing your file using Mail
- Using iWork.com #1
- Using iWork.com #2

Part 2: Importing a Spreadsheet

- Opening an Excel file
- Opening a CSV file
- Wrap up

iWork '09 . . . Week III . . . KEYNOTE

Chapter A: Getting Started

Part 1: Intro to Keynote

- Introduction
- What's new in Keynote '09
- Starting Keynote
- Presenter guide lines

Chapter B: Creating a Presentation #1

Part 1: Setting Up a Presentation

- Choosing a theme and slide size
- Naming and saving a file
- Save As key command
- Creating a new slide

Part 2: Working With Your Presentation

- Saving a file
- Changing the view
- Adding a slide in outline view
- Applying a Master slide layout
- Maximize/minimize the Keynote window
- Scrolling and zooming
- The Zoom menu
- Playing a slideshow
- Quitting Keynote
- Opening a recent file
- Close and open key commands

Part 3: Editing Your Presentation

- Spell Check
- Spell Check key commands
- Speech to text as a editing tool
- Undo and Redo

Part 4: Managing Your Presentation

- Presentation demo
- Creating a new presentation
- Switching programs key command
- Copying and Pasting
- The View menu
- The View button

Part 5: Managing Fonts

- Changing fonts, size and color
- Font style and formatting
- Adding stroke and fill to a text box
- Colors button
- Working with the fonts window
- Font effects and collections
- Font panel actions button
- Font size key commands
- New slide navigator view
- Cut, Copy and Paste
- Duplicating and deleting slides
- Moving slides
- Moving around your presentation
- Grouping your slides
- Using comments to organize your slides

Part 6: Using the Inspector

- Show/hide the Inspector window
- Formatting text, columns and bullets
- Formatting numbering
- Adding a text box
- Numbering slides
- Adding a table
- Adding a chart

Part 7: Inserting Media

- Inserting graphics from another program
- Resizing graphics or pictures
- Inserting pictures from iPhoto
- Resizing and positioning pictures w/ Inspector
- Changing the background color of a slide
- Instant Alpha to remove background colors
- Adding reflections and shadows
- Adding shapes
- Animating pictures
- Placing audio on a slide from iTunes
- Audio settings
- Inserting a movie (from iPhoto or iMovie)
- Movie settings

Chapter C: Adding Some Style

Part 1: Themes

- Applying a theme using the Toolbar
- Applying a theme from Master and all slides

Part 2: Transitions and Object Builds

- Slide transitions
- Using transitions to organize your slides
- Magic Moves transition
- Animating bullets using object builds
- Animating images using object builds
- Animating charts using object builds

Part 3: Getting Ready to Present

- Presenter notes
- Printing your handouts and presenter notes
- Rehearse slideshow
- Record and play slideshow
- Keynote remote

Part 4: Exporting the Slideshow

- Exporting as a QuickTime movie
- Viewing a QuickTime movie
- Exporting as a PowerPoint file
- Exporting as a PDF file
- Exporting as a Pod Cast
- Sharing your file using Mail
- Using iWork.com #1
- Using iWork.com #2
- Wrap up

Chapter D: Integrating Everything