



**WINTER PARK TECH**

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**iWork '09 (Pages, Numbers & Keynote)**

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**Course Description:**

This course overviews the 3 applications which are part of Apple's iWork '09 suite. Pages, is an intuitive word processing program makes it easy to switch between word processing and page layout modes and includes lots of templates and built-in styles to help you quickly produce beautiful, media-rich documents. With Numbers' great looking templates, easy-to-create formulas, and dynamic tables and charts, you can organize your data in spreadsheets, but with a flexible, free-form graphical interface. Keynote allows you to create absolutely stunning, cinema-quality presentations and easily share them with others

**Text:** No text is required for this course. All materials will be provided by the instructor.

**Suggested Prerequisites:** None.

**Topics to be addressed:**

Students work along with the instructor, using provided sample files, and are guided, step-by-step, to learn the various features of the program.

Class time includes:

- Overview of the interface
- Using the built-in templates
- Integration with other Apple programs and media
- Working with word processing & layout modes
- Creating presentations, adding slides & transitions, animations & builds
- Creating spreadsheets & graphs, using basic formulas and functions
- Using the Inspector to modify, enhance and format your document
- Understanding various methods of sharing & exporting