Pages, Numbers and Keynote are Apple Apps. Pages allows students to write documents (Microsoft Word). Numbers allows students to create tables and graphs (Microsoft Excel). Keynote allows students to create presentations (Microsoft PowerPoint).

Although each App has a different purpose the functions and layout are exactly the same.

- **Edit**: Delete or move all the files in the App. You can Create folders for the documents.
- **?**: Information about what each of the functions do on the screen.
- **Upload**: Upload the book to iBooks or Showbie. The books can be emailed but will only be sent as PDF.
- **+**: Add a presentation/document/spreadsheet.
+ add a file – picture, video, take a photo from camera roll, video, audio recording.

**Paintbrush**
Allows you to edit font and the document such as colour.

? Information about what each of the functions do on the screen.

**Spanner**
Add passwords to your document, wind words etc..

Upload the file to iBooks or Showbie. Files can be uploaded to be viewed in Windows Programs or as PDF.

**Documents/Presentations/Spreadsheets**
Will take you back to the ‘main menu’.