



An Extended Guide · No. 1939

Pages, Numbers & Keynote — Apple's Free Office Apps

What they do, how to trade files with Word
and Excel, and when you'd still want Office

Tech Made Simple — Service Made Personal

BillsHomeTech.com · (330) 200-8042 · Atwater, Ohio

Free & printable — share it with someone who needs it



Book a visit —
billshometech.com/book

★ If you own an Apple device, you already have these — free

Pages, Numbers, and Keynote come free on every Mac, iPad, and iPhone. They're Apple's answer to Word, Excel, and PowerPoint, and they can trade files with Microsoft users. No download, no fee. This guide shows you how to use them.

Apple's free office apps, explained

Every Apple device comes with three polished office apps at no cost: Pages for writing, Numbers for spreadsheets, and Keynote for slideshows. Many Apple owners don't realize they already have everything they need. Let's put them to work.

I'm Bill, from Bill's Home Tech in Portage County. I meet plenty of Mac and iPad owners who think they must buy Microsoft Office — when Apple's free apps already do the job for most of what they need. I'll show you what they do and how to share files with everyone else.

We'll cover what each app is for, how to open and send Word and Excel files so Microsoft users can read them, and the few situations where a Mac owner might still want Office. No jargon, at your own pace.

The whole guide, on one page

If these stick, Apple's free apps will cover most of your needs.

- ❑ Pages (writing), Numbers (spreadsheets), and Keynote (slideshows) are free on every Mac, iPad, and iPhone.
- ❑ They're Apple's versions of Word, Excel, and PowerPoint.
- ❑ They open Word and Excel files people send you.
- ❑ To share with Microsoft users, Export as Word or Excel (or as a PDF).
- ❑ For most home writing and budgeting, they're all you need.
- ❑ You might still want Microsoft Office only for heavy back-and-forth with Office users.

✓ Already there, already free

There's nothing to buy or download — look for Pages (orange), Numbers (green), and Keynote (blue) already on your Apple device.

Meet Pages, Numbers, and Keynote

Three apps, three jobs. Here's what each one is for, in plain terms.

- **Pages (orange icon):** for writing — letters, notes, flyers, anything you'd do in Word.
- **Numbers (green icon):** for spreadsheets — budgets, lists, anything you'd do in Excel.
- **Keynote (blue icon):** for slideshows — presentations, like PowerPoint, and lovely for photo slideshows too.

They're made by Apple to work beautifully on Apple devices, with a clean, uncluttered look that many people find friendlier than Microsoft's busier screens. And because they come with the device, they're always there and always free.

✓ Match the app to the task

Writing? Pages. Numbers and budgets? Numbers. A slideshow? Keynote. Once you know which does what, choosing is easy.

Finding and opening the apps

Let's locate them on your device, so you can get started.

On a Mac, look in the Applications folder or click the Launchpad (the rocket icon) and find Pages, Numbers, and Keynote by their colorful icons. On an iPad or iPhone, they're on your home screen or in the App Library — swipe to find them, or pull down and search by name.

If you don't see one, it may have been removed; you can reinstall it free from the App Store — just search for Pages, Numbers, or Keynote and it'll show as free to download. But on most devices, they're already right there waiting.

★ Can't find them?

If one of the apps seems to be missing, it's a free, quick reinstall from the App Store — and I'm glad to help you find or reinstall them. Call (330) 200-8042.

Writing a letter in Pages

Pages makes a handsome letter with very little fuss. Here's the gentle start.

- ❑ Open Pages and choose a blank document (or a ready-made template if you like).
- ❑ Type your letter — just the words, as you would on a typewriter.
- ❑ Select text to change the font and size using the controls on the right.
- ❑ Add a photo with the Insert or media button if you wish.
- ❑ Print it, or export it to send (more on that soon).

Everything our Word-for-letters guide teaches — type first, pick a clear font, mind the spacing — applies in Pages too. The buttons look a little different and sit mostly in a panel on the right, but the ideas are identical.

✓ Templates give you a head start

Pages comes with attractive templates for letters, flyers, and cards. Start from one and you're just filling in your words — a lovely shortcut for something that looks polished.

Budgets and lists in Numbers

Numbers handles household budgets and lists, with the same ideas as Excel in a cleaner-looking package.

Numbers uses the same grid of cells, and the same friendly tools: you can total a column, use simple formulas starting with an equals sign, and make charts. Everything in our Excel budget and formulas guides translates here. Numbers even starts you on a tidy, good-looking sheet rather than a bare grid, which many find welcoming.

It opens the Excel files people send and can save back as Excel too. For a home budget, an address list, or a simple inventory, Numbers does the job nicely — and it's already free on your device.

✓ Your Excel know-how carries over

Cells, totals, formulas, charts — Numbers has them all. If you've learned the basics of Excel, you'll feel at home quickly.

Opening Word and Excel files others send

The big worry is whether these apps cut you off from Microsoft users. They don't — opening their files is automatic.

When someone emails you a Word (.docx) or Excel (.xlsx) file, you can open it right in Pages or Numbers — just tap or double-click it. The app converts it on the fly so you can read and edit it. Most documents come across cleanly; very fancy formatting might shift a touch, but the content is all there.

So receiving files from Word and Excel users is no trouble at all. Your Apple apps speak Microsoft's language well enough for everyday documents, which covers the great majority of what lands in your inbox.

✓ Just open it — Pages and Numbers convert

A Word or Excel file opens straight into Pages or Numbers. You don't do anything special; the app handles the conversion for you.

Sending files Microsoft users can open

This is the one step to learn: when you send a file to a Word or Excel user, export it to their format first.

- ❑ With your document open, find Export (on a Mac, File > Export To; on iPad/iPhone, the share or '...' menu > Export).
- ❑ Choose Word (for a Pages document) or Excel (for a Numbers document).
- ❑ Or choose PDF if you want it to look exactly the same for everyone.
- ❑ Save or share the exported file.
- ❑ Now a Word or Excel user can open it perfectly.

The reason this matters: by default these apps save in Apple's own format (.pages, .numbers), which Windows users often can't open. Exporting to Word, Excel, or PDF before sending avoids the 'I can't open your file' problem entirely.

! Export before sending to non-Apple folks

Don't send a raw .pages or .numbers file to a Windows user — they likely can't open it. Export to Word, Excel, or PDF first, and it opens for everyone.

When to send a PDF instead

For anything where exact looks matter, exporting as a PDF is often the smartest choice of all.

If you've made a nice-looking letter, flyer, or resume and you want it to arrive looking precisely as you designed it, export it as a PDF. A PDF looks identical on every device — Apple, Windows, phone — and can't be accidentally changed. It sidesteps any small formatting shifts that can happen converting between Apple and Microsoft formats.

So the simple rule: export as Word or Excel when the other person needs to edit it; export as PDF when they just need to read or print it. Our Word-to-PDF guide covers this logic, and it works the same from Apple's apps.

✓ PDF to show, Word/Excel to edit

The same handy rule as always: send a PDF when it should look exactly right and stay fixed; send Word or Excel when they need to make changes.

Two kinds of readers, two sets of needs

Whether Apple's apps are all you need depends on who you share with. Find yourself below.

If you mostly work on your own

You write letters, keep a budget, make the odd slideshow, and share occasionally. Apple's free apps fit you beautifully.

- Pages, Numbers, and Keynote cover all of it, free.
- Export to Word/Excel or PDF when you do share.
- No reason to pay for Microsoft Office for this.
- Enjoy the clean, friendly Apple look.

If you constantly swap files with Office users

You trade documents back and forth all day with people on Word and Excel, often with detailed formatting that must match exactly.

- Apple's apps still work, but frequent conversion can shift complex layouts.
- For heavy back-and-forth, Microsoft Office may be smoother.
- You can also use the free web version of Office on your Mac.
- Test a few real files to see if Apple's apps keep up for you.

★ Not sure if Apple's apps are enough?

Tell me how much you share with Office users and what kind of files, and I'll tell you honestly whether Apple's free apps cover you. Usually they do. Call (330) 200-8042.

Keynote — slideshows and photo shows

Keynote is Apple's slideshow app, and it's lovely for more than just presentations.

Like PowerPoint, Keynote lets you make slides with text, pictures, and smooth transitions — for a talk, a class, or a club meeting. But it's also wonderful for a simple photo slideshow: drop in pictures from a trip or a family gathering, add a title, and you've a gentle show to play on the TV or share.

It opens PowerPoint files and can export to PowerPoint or PDF, so you can share with anyone. For most folks, Keynote is more than enough for the occasional slideshow — and, again, it's already free on the device.

✓ A sweet way to share photos

Beyond presentations, Keynote makes a heartfelt photo slideshow for a birthday or anniversary — easy to build and lovely to play. Worth a try.

Using them across your Apple devices

One nice perk: these apps work together across your Mac, iPad, and iPhone, through Apple's free iCloud.

If you have more than one Apple device, a document you start on your Mac can continue on your iPad, and vice versa — they sync through iCloud automatically (with a free Apple account). Begin a letter at the desk, finish it from the armchair on the iPad; it's the same document, always up to date.

This isn't required — you can keep files just on one device — but it's a pleasant bonus if you use several Apple gadgets. And it quietly backs up your documents to iCloud along the way, protecting them if a device is lost.

✓ Start on one, finish on another

With iCloud on, your Pages and Numbers documents follow you across your Apple devices — and get backed up online in the bargain.

When a Mac owner might still want Microsoft Office

Apple's apps cover most needs, but let's be honest about the few times Microsoft Office still makes sense on a Mac.

- **Constant, detailed file-swapping** with Office users where exact formatting must match every time.
- **A workplace or club that standardizes on Office** and expects native Word/Excel files.
- **Advanced Excel features** some power users rely on that differ in Numbers.
- **Simple familiarity** — if you've used Word for decades and prefer it, that comfort has real value.

For these, you can put Microsoft Office on a Mac just as on a PC — it runs fine. Or use the free web version of Office in a browser. But for ordinary home writing and budgeting, most Mac owners never need to; Apple's apps do the job.

★ Let's figure out if you need Office

Before you pay for Microsoft Office on your Mac, let's check whether Apple's free apps already cover you — they usually do. A quick chat can save a yearly fee. Call (330) 200-8042.

Common mistakes, and how to avoid them

A couple of easy slip-ups cause most Apple-apps frustration. Here's how to sidestep them.

- **Sending raw .pages or .numbers files** to Windows users who can't open them — export to Word/Excel or PDF first.
- **Buying Office unnecessarily** when the free Apple apps already cover your needs.
- **Expecting the exact Word look** — the apps are clean but different; the capabilities are there.
- **Not using templates**, and starting everything from a blank page when a template would be easier.
- **Forgetting to export** and wondering why a recipient 'can't open it.'

✓ Export is the habit to build

Nearly every Apple-apps sharing problem traces to sending the raw file. Build the habit: before sending to anyone, Export to Word, Excel, or PDF.

You already own what you need

If you've felt you must spend money to write and budget on your Apple device, let me lift that worry.

Apple gives you Pages, Numbers, and Keynote free precisely so you can do all the everyday office tasks without buying anything. They're polished, capable, and friendly, and they talk to the Microsoft world well enough for normal documents. For most Apple owners, they're genuinely all you need.

So before paying for Office, give the apps you already own a fair try. Write a letter in Pages, build a budget in Numbers, and see how you get on. Most folks find they're delighted — and a little richer for not paying a fee they didn't need.

★ A friendly tour of the apps you own

A short walk-through of Pages and Numbers usually shows folks they've had a capable office suite all along. I'd be glad to give you that tour. Call or text (330) 200-8042.

Questions to ask yourself

A few answers tell you whether Apple's apps are all you need.

Q: What do I mainly do — write, budget, present?

Pages, Numbers, and Keynote each cover one of those, free. For everyday versions of all three, you're set.

Q: Who do I share files with?

If it's occasional, exporting to Word/Excel or PDF handles it. If it's constant and detailed, Office might be smoother.

Q: Do I already know Word well and prefer it?

Then familiarity has value — but the Apple apps are easy to learn, and free. Worth a try before paying.

Q: Do I have more than one Apple device?

If so, iCloud lets these apps sync across them — a pleasant bonus and a quiet backup.

✓ Try free before you pay

Since you already own Apple's apps, there's no cost to trying them first. Only consider paying for Office if they genuinely fall short for you.

A few more worth answering

These come up as Apple owners explore the apps.

Q: Can Pages open a Word file?

Yes — just open it and Pages converts it automatically so you can read and edit it. Most documents come across cleanly.

Q: How do I send a file to someone with Windows?

Export it to Word or Excel (or PDF) first, then send that. Don't send the raw .pages or .numbers file — Windows users often can't open those.

Q: Are these apps really free?

Yes — free on every Mac, iPad, and iPhone, with no subscription. If one's missing, it's a free reinstall from the App Store.

Q: Do I still need Microsoft Office?

For everyday home use, usually not. Consider Office only for constant, detailed file-swapping with Office users, or a workplace that requires it.

★ Questions about your Apple apps?

Call or text me at (330) 200-8042. I'll help you get comfortable with Pages, Numbers, and Keynote — and sort out sharing with everyone else.

The whole thing, recapped

Here's using Apple's office apps as a short routine.

- ❑ Find Pages (write), Numbers (budget), Keynote (slideshow) — free on your device.
- ❑ Start from a blank document or a template.
- ❑ Open Word and Excel files others send — the apps convert them automatically.
- ❑ Before sharing, Export to Word, Excel, or PDF so everyone can open it.
- ❑ Use PDF when exact looks matter; Word/Excel when they need to edit.
- ❑ Enjoy free, capable apps — and skip buying Office unless you truly need it.

Follow that and your Apple device becomes a complete, free office — writing, budgeting, presenting, and sharing with the whole Microsoft world.

✓ Already yours, just learn the export step

You own these apps already. Learn the one export habit for sharing, and they cover nearly everything — at no cost.

Common Questions

The questions I hear most about Apple's office apps.

Q: What are Pages, Numbers, and Keynote?

Apple's free office apps — Pages for writing (like Word), Numbers for spreadsheets (like Excel), and Keynote for slideshows (like PowerPoint). They come free on every Mac, iPad, and iPhone.

Q: Can they open and save Word and Excel files?

Yes. They open Word and Excel files automatically, and you can Export your documents back to Word, Excel, or PDF so Microsoft users can open them.

Q: How do I send a file someone on Windows can open?

Export it to Word or Excel (or PDF) first, then send that — don't send the raw .pages or .numbers file, which Windows users often can't open.

Q: Do I still need Microsoft Office on my Mac?

For everyday home use, usually not — Apple's free apps cover it. Consider Office only for constant, detailed file-swapping with Office users or a workplace that requires it.

★ Want to make the most of them?

Showing Apple owners the capable, free apps they already have is a happy little lesson. Call or text me at (330) 200-8042.

The bottom line

Here's the heart of it in a few sentences.

Pages, Numbers, and Keynote are Apple's free office apps — for writing, spreadsheets, and slideshows — already on every Mac, iPad, and iPhone. They open the Word and Excel files others send, and you can export your work to Word, Excel, or PDF so Microsoft users can open it in return.

For the great majority of home tasks, they're all you need, at no cost. Just remember the one export habit for sharing, and consider paying for Microsoft Office only if you constantly swap detailed files with Office users. Otherwise, you already own a fine, free office suite.

✓ Free, friendly, and already there

No download, no fee, no catch. Learn the export step, and Apple's apps handle nearly everything a home needs.

One more thought for Apple owners

A closing note, because so many people pay for software they already have for free.

It's easy to assume 'real' office work requires Microsoft, and to reach for your wallet. But Apple has quietly given you capable tools for exactly this, built to be easy and already installed. Trying them first is simply smart — it costs nothing and often saves a yearly fee.

So write that letter in Pages, keep that budget in Numbers, and make that slideshow in Keynote. If they do what you need — and for most folks they do — you've gained capable software and kept your money. That's a good day's computing.

★ Here to help you get the most from your Apple device

Whether it's the free apps or anything else on your Mac, iPad, or iPhone, call or text me at (330) 200-8042. We'll make the most of what you already own.

You don't have to do this alone

You just have to remember that a friendly, patient person is one call away.

I hope this guide made using Apple's free Pages, Numbers, and Keynote feel a little less daunting and a lot more doable. Keep it in a drawer with your other home papers, come back to a page whenever you need it, and don't worry about memorizing anything.

When you'd rather have a hand, that's exactly what I do. I come to your home, work at your pace, and never make you feel rushed or silly for asking. A first visit is a flat \$99, and for the parts that don't need me on-site — installing Office, sorting out a sign-in, setting up a document — I can often help right on your screen for \$49. Every visit comes with a 30-day, come-back-free guarantee.

★ Bill's Home Tech — real help, close to home

Call or text me at (330) 200-8042, or visit BillsHomeTech.com. Serving Atwater and all of Portage County. 30+ years of patient, plain-English tech help — and if you're ever not 100% happy with a visit, I'll make it right or refund it. That's a promise. — Bill

Apple's Three Free Office Apps

What each one does

	App	Like / For
Pages	Like Word	Letters, writing
Numbers	Like Excel	Budgets, lists
Keynote	Like PowerPoint	Slideshows
All three	Free	On every Apple device

Already installed, already free -- nothing to buy or download.

Sharing With Everyone

The one habit to learn



Export before sending -- don't mail a raw .pages or .numbers file.

Trading Files With Office

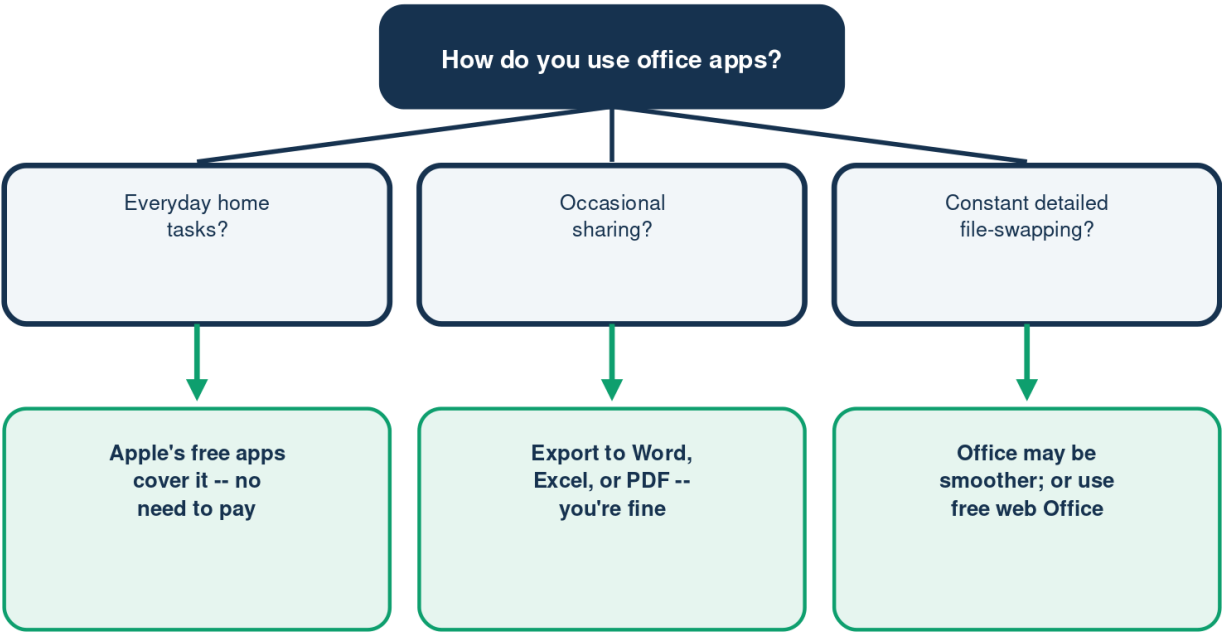
Both directions work

	Direction	How
They send Word	Just open it --	it converts
You send them	Export to Word	or Excel
Exact looks	Export as PDF	Same everywhere
Raw .pages?	Don't send it	Windows can't open

Open theirs directly; export yours to Word, Excel, or PDF.

Do You Still Need Microsoft Office?

Usually not -- here's when you might



Try the free apps you already own before paying for Microsoft Office.

Illustration - a schematic, not to scale. Your setup may differ.



Need a Real Person?

You do not have to remember all of it.
You just have to remember you can call.
Friendly, in-home tech help -- I come to you.

BILL'S PROMISE

If you are not 100% happy with a visit, I will
make it right -- or refund it. No awkwardness,
no fine print. That is how I would want to be treated.

(330) 200-8042 · BillsHomeTech.com

Bill@BillsHomeTech.com · Mon–Sat 9:00 AM – 7:30 PM

— Bill

Prefer help without a visit?

Bill can screen-share and fix many things remotely — a flat \$49, free for Support Plan members.



A Note From Bill

A quick note from Bill.

I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that comes from using these guides. Thanks for reading, and stay safe out there.

— *Bill*



Book a visit —
billshometech.com/book

Use of these guides is subject to our Terms of Use (billshometech.com/terms-of-use).

(330) 200-8042 · BillsHomeTech.com

Bill@BillsHomeTech.com · Mon–Sat 9:00 AM – 7:30 PM

For general information only — not professional advice. Use at your own risk. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech