

Appleworks Word Documents

Pages	Will easily open in Pages. Simply drop the file on the Pages icon.	Word	1. Copy and paste the text into a Word Document and save that. 2. Save As and choose "Mac 98 Word 2001" format	Which To Use	Younger students will be more comfortable with Pages for Word Processing. The 5th grade on up uses Word.	Notes	Older documents will need to be opened in Appleworks and then saved as a newer version.
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Draw or Paint

Pages	No Conversion Available. You will need to recreate this.	Word	No Conversion Available. You will need to recreate this.	Which To Use	Pages is simpler and more like Draw and has more options than Word in creating newsletters or graphics files. Easy interface. Connects to iPhoto Albums..	Notes	To keep copies of the documents for visual reference later,"print" to a Pdf file.
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SpreadSheet

Numbers	Will easily open in Numbers. Simply drop the file on the Pages icon.	Word	1. Will open with a converter. 2. You can open in Pages and then save a copy as an excel file.	Which To Use	For those of us who use spreadsheets, we have determined that we prefer the power and functionality of Excel over Numbers. Numbers is simpler in many aspects. The Middle and High School uses Excel..	Notes	To keep copies of the documents for visual reference later,"print" to a Pdf file.
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Presentations

Keynote	Will easily open in Keynote. Simply drop the file on the Pages icon.	Word	1. Will open with a converter. 2. You can open in Keynote and then save a copy as an powerpoint file.	Which To Use	The programs are very similar. Middle School uses Keynote. High School allows students to decide.	Notes	To keep copies of the documents for visual reference later,"print" to a Pdf file.
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Databases

Numbers	No Conversion	Excel	No Conversion	Which To Use	The programs are very similar. Middle School uses Keynote. High School allows students to decide.	Notes	To keep copies of the documents for visual reference later,"print" to a Pdf file.
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