



From: IT Department

To: All Users

Re: Spreadsheets vs Database

Currently, many employees use **spreadsheets** incorrectly. They are not for data storage. Please review the following guidelines.

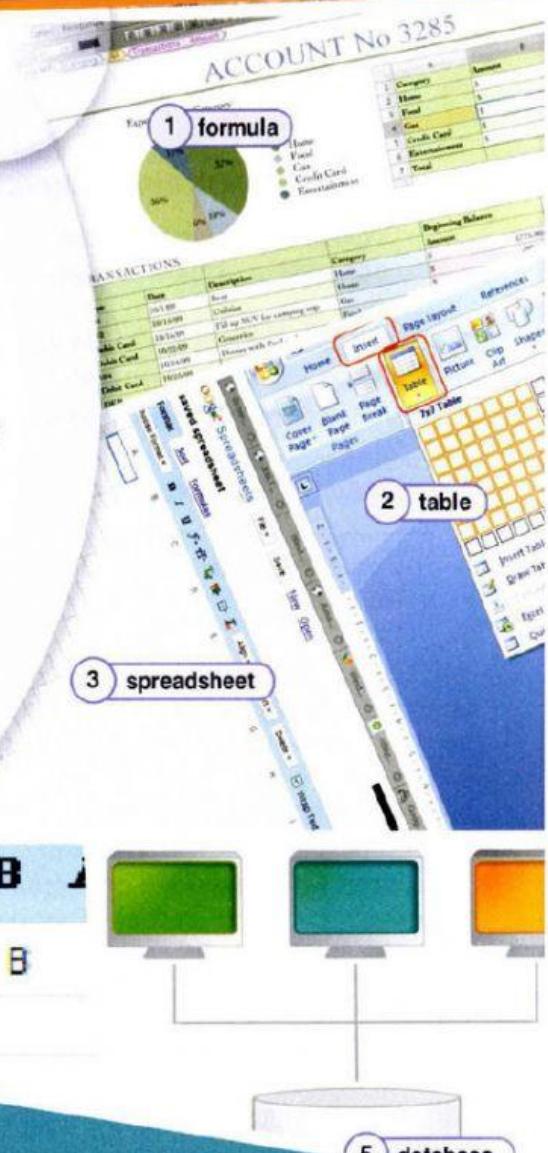
Use our **database** program to:

Organize and **sort** large amounts of data regarding clients. Enter the client names and addresses into the **database fields**. Perform complex **queries**. Search multiple **tables** for client information.

Use our **spreadsheet** program to:

Perform calculations about cost and revenue. Create **formulas** using different **functions** and **operators**. Use this to analyze sales data.

Create graphs and charts that show profits. Use the data in the **cells** of a **worksheet** to create these charts.



## Get ready!

1 Before you read the passage, talk about these questions.

- 1 What kind of information do you find in databases?
- 2 What do you use spreadsheets for?

## Reading

2 Read the email from the IT department of T.B. Brown Inc. Then, read the paraphrase of the email. Fill in the blanks with the correct words from the word bank.

### Word BANK

tables    profits    database  
calculations    clients

Employees often use databases and spreadsheets incorrectly. Use a 1 \_\_\_\_\_ to organize large amounts of information about 2 \_\_\_\_\_. A database makes it easy to search multiple 3 \_\_\_\_\_. for client information. Use a spreadsheet to perform 4 \_\_\_\_\_ about sales data. Spreadsheets are also able to create graphs and charts showing 5 \_\_\_\_\_.

## Vocabulary

3 Match the words (1-5) with the definitions (A-E).

1	_____	worksheet	4	_____	field
2	_____	database	5	_____	formula
3	_____	sort			

A to arrange the information in a database

B a large group of data organized in a computer

C a mathematical instruction that performs spreadsheet calculations

D a single page of a spreadsheet

E a database category that holds a type of information

**C Fill in:** *apply, put out, look after, supervise, obey, operate.*

- 1 Mike works for the police and his job is to make sure people ..... the law.
- 2 The flight attendants ..... the passengers on an aeroplane.
- 3 Firefighters use special equipment to ..... fires.
- 4 Lisa works in a hospital. She is a surgeon and her job is to ..... on people.
- 5... Judges ..... the law in a court.
- 6 The camp counsellors are here to ..... the children.

**P Fill in the correct word.**

**1 devices / objects**

- a UFO hunters use modern electronic ..... to record evidence of sightings.
- b Several mysterious flying ..... were seen over the village last night.

**2 volunteer / unpaid**

- a The work is ....., but your room and board is provided.
- b Lucy is taking part in a(n) ..... programme in Chad this summer.

**3 offers / involves**

- a Being a secretary often ..... working long hours.
- b The company ..... new employees a good wage, long holidays and a company car.

**4 career / profession**

- a As a university graduate and a speaker of 3 languages, Jason has multiple ..... opportunities.
- B Jobs in the medical ..... are often well-paid.

**5 charity / non-profit**

- a The club is a ..... organisation – all the money it raises goes to for schools in Tanzania.
- b Our community centre is organising a ..... event to raise money for the homeless.

**J Put the verb in brackets into the correct *infinitive* or *-ing* form.**

1A: Do you fancy ..... (**go**) out tonight?

B: To be honest, I would prefer ..... (**watch**) a film at home.

2A: I really like ..... (**work**) outside.

B: Then you should ..... (**apply**) for that part-time job as a gardener.

5A: I have decided ..... (**do**) more exercise.

B: Well, ..... (**swim**) is good exercise – you can come to the pool with me.

8A: We're pleased ..... (**inform**) you that you got the job.

B: Thank you. I look forward to ..... (**work**) with you all.