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11 Databases vs. spreadsheets

T·B·BROWN Inc.
INFORMATION TECHNOLOGY DEPARTMENT

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
2 ___ database
3 ___ sort
4 ___ field
5 ___ formula

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

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LIVEWORKSHEETS

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.

LIVEWORKSHEETS