

# 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 <input type="checkbox"/> worksheet | 4 <input type="checkbox"/> field   |
| 2 <input type="checkbox"/> database  | 5 <input type="checkbox"/> formula |
| 3 <input type="checkbox"/> 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.