

 Listen and read the e-mail again. What are some uses for a spreadsheet? Use the words below to fill in the gaps.



4

Spreadsheets: Uses



Hello everyone,

Please be aware that we installed a new **spreadsheet** program on your computers. We backed up all of the **data** from the old program. We also transferred the shared company **database**. None of your information should be lost in the transition. But, just to be safe, please make copies of your old **workbooks**.

This new program has all of the useful features of the old one. You can produce **balance sheets** and **sales invoices**. You will also be able to use the same **functions** and **equations**.

There are a few advantages to the new program. You will be able to **track** changes in the **budget** more easily. You will also be able to **analyze** your own **timecards** to calculate overtime hours.

Let's all work together to make this a smooth transition. The new spreadsheet program should help us work more effectively.

transfer

information

workbook

database

equations

back up

produce

records

functions

Spreadsheets are often used to and analyze financial

and employee .

Listening

6 Listen to a conversation between two employees. Mark the following statements as *True* or *False*.



- 1 The IT department sent an e-mail explaining the new spreadsheet program.
- 2 The man thinks the new program is an improvement on the old one.
- 3 The woman must transfer equations from the old program to the new one.

True False

True False

True False

Listening

7 Listen again and complete the conversation.



Employee 1: I need help with a document I don't recognize. Have you seen a file like it before?

Employee 2: Yes – it's a workbook page from the new spreadsheet program. I can send you an information sheet explaining how to use it.

Employee 1: Where did you get this information sheet?

Employee 2: It was attached to the e-mail the IT department sent.

Employee 1: I haven't seen that e-mail yet. When did you get it?

Employee 2: It was in my inbox just before lunch.

Employee 1: I guess I should check my e-mail more often. 1) the new program?

Employee 2: It's definitely an upgrade. It 2) overtime hours for us. We won't have to calculate them by hand anymore.

Employee 1: That sounds useful. Does it 3) other advantages?

Employee 2: It also links directly to the 4) .

Employee 1: 5) still have all our old equations?

Employee 2: Yes. The IT people 6) them all over.

Speaking

8 Complete the conversation below based on Task 7, with the phrases given. Then, take roles and act it out.

USE LANGUAGE SUCH AS:

Do you like ...?

Does it ...?

It also links ...

Student A: You are an employee. Talk to Student B about:

- getting a new spreadsheet program
- uses of the old program
- features of the new program

Student B: You are an employee. Talk to Student A about advantages of the new program.

It tracks overtime hours for us.

It also links directly to the company database.

The IT people transferred them all over.

It uses a new format, but it does the same tasks.

A: Do you like the new spreadsheet program?

B: Sure. We won't have to calculate them by hand anymore.

A: That sounds useful. Does it have any other advantages?

B:

A: Does it still have all our old equations?

B: Yes.

A: Does it still use the same balance sheet format?

Writing

9 Use the words below to complete the IT department survey.

information description program balance sheet track timecards

Did you receive an e-mail explaining how to use the new spreadsheet program?

What was the most helpful piece of advice included in the information sheet provided by the IT department?

The of how to was very useful.

On what parts of using the new spreadsheet would you like further instruction?

I would like more on how to use the new
 format on the new
.