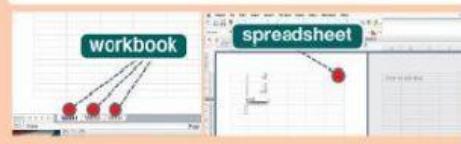**Listen and read the e-mail again. What are some uses for a spreadsheet? Use the words below to fill in the gaps.**

▶ 00:00:00 ◼ 🔊

4 Spreadsheets: Uses

To: employees@nanaccounting.org
From: it@nanaccounting.org
Sub: New Spreadsheet Program

workbook   spreadsheet

data

timecard

SOLD TO

sales invoice

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. | True | False |

2 The man thinks the new program is an improvement on the old one. | True | False |

3 The woman must transfer equations from the old program to the new one. | 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? [Yes] [No]

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

[_____].