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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 | 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

4 Choose the word that is closest in meaning to the underlined part.

- 1 Sue types in a(n) symbol that performs a specific calculation on the line.
A cell B operator C worksheet
- 2 Please arrange the client addresses in a single collection of information in a database.
A table B field C query
- 3 Dave adds up the values with a mathematical spreadsheet calculation.
A worksheet B formula C database
- 4 Jim organizes records in a computer program that organizes information and performs calculations.
A function B query C spreadsheet
- 5 Martha finds clients who live nearby with a search that locates all information of a specific type.
A query B field C operator
- 6 Some information in one unit of a spreadsheet that holds a piece of information is incorrect.
A table B function C cell

5 Listen and read the email from the IT Department of T.B. Brown Inc. again. What exactly is a spreadsheet?

Listening

6 Listen to a conversation between two co-workers at T.B. Brown Inc. Mark the following statements as true (T) or false (F).

- 1 — Sam is using a database program.
- 2 — Rachel tells Sam to perform a query.
- 3 — Sam enters a formula that calculates profits.

7 Listen again and complete the conversation.

Employee 1: Rachel, I need help. I don't understand this 1 _____ program.

Employee 2: Sure. What are you trying to do?

Employee 1: I need to 2 _____ our estimated profits for next month. But I don't know how to do that.

Employee 2: Well, is all the 3 _____ in the 4 _____ correct?

Employee 1: Yes, I'm sure it is.

Employee 2: Okay. Then just type this 5 _____ into the top cell.

Employee 1: Really? That's all?

Employee 2: Yes. The formula calculates the estimated 6 _____ and shows them at the bottom of the spreadsheet.