INGLÉS TÉCNICO DE GRADO SUPERIOR UD-11

DATABASES VS SPREADSHEETS

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# GET READY!

Before you read the passage talk aboutthese questions.

1. *What kind of information do you find in databases?*

As a database is a collection of information that is related to a particular subject or purpose, they are very useful for keeping a music collection or tracking customer’s or client’s orders. Tables are created to track this information.

1. *What do you use spreadsheets for?*

All kinds of people use a spreadsheet to store data and make decisions. For example, accountants working for companies, keep track of money coming in and all payments going out. They can also calculate wages and profits using a spreadsheet and follow their sales. Teachers use them for keeping grades, engineers make calculations when designing bridges and buildings etc. and scientists use a spreadsheet to analyse results from experiments. In fact, they are so easy to use that even schoolchildren calculate their allowance and expenditure using a spreadsheet.

Track: En el texto tiene el significado de “rastrear” pero también se puede utilizar en música para una pista de un disco o para hablar de huellas de ruedas.

"Allowance" refers to the regular money someone receives, especially children who receive money from their parents for personal expenses.

"Expenditure" refers to the expenses or the money that is spent.

# READING

Read the email from the IT department o T.B. Brown Inc. Then, read the paraphrase of the email. Fill in the blanks with the correct words from the word bank.

Employees often use databases and spreadsheets incorrectly. Use a 1 **database** to organize large amounts of information about 2 **clients**. A database makes it easy to search multiple 3 **tables** for client information. Use a spreadsheet to perform 4 **calculations** about sales data. Spreadsheets are also able to create graphs and charts showing 5 **profits**.

# VOCABULARY

Match the words (1-5) with the definitions (A-E).

1. **Worksheet:** A single page of a spreadsheet.
2. **Database:** A large group of data organized in a computer.
3. **Sort:** To arrange the information in a database,
4. **Field:** A database category that holds a type of information.
5. **Formula:** A mathematical instruction that performs spreadsheet calculations.

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.
2. cell
3. **operator**
4. worksheet
5. Please arrange the client addresses in a single collection of information in a database.
6. **table**
7. Field
8. query
9. Dave adds up the values with a mathematical spreadsheet calculation.
10. worksheet
11. **formula**
12. database
13. Jim organizes records in a computer program that organizes information and performs calculations.
14. function
15. query
16. **spreadsheet**
17. Martha finds clients who live nearby with a search that locates all information of a specific type.
18. **query**
19. field
20. operator
21. Some information in one unit of a spreadsheet that holds a piece of information is incorrect.
22. table
23. function
24. **cell**

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

A spreadsheet is a grid that organizes data into columns and rows. This information, especially financial, can be sorted and filtered by the user. Then all kinds of calculations can be made using formulae.