# Лабораторная работа № 4

## p. 73, ex. 1A

1. A spreadsheet is a computer program that stores data in tabular form — in cells with rows and columns.
2. It is used for storing, processing, modifying and calculating various data. You can also create graphs.

## p. 73, ex. 1B

1. Any — strings, numbers, various symbols, etc.
2. If the cell was used to calculate a formula or plot a graph, the result of calculating the formula and the display of the graph will change.

a — column; b — cell; c — row.

## p. 73, ex. 1C

I answered the questions from exercise A correctly, but not in as much detail as in the audio recording.

In exercise B, I gave the correct answer to the second question, and the correct answer to the first question is text, numbers, and formulas.

## p. 73, ex. 1D

1. It’s true.
2. It’s not true. Text can also be in cells.
3. It’s not true. The width of the columns can be changed.
4. It’s true.
5. It is not true. Some spreadsheets can be used as a database.

## p. 73, ex. 2A

1 — Company; 2 — Product; 3 — Description; 4 — Quantity; 5 — Price; 6 — VAT (value added tax); 7 — Grand total.

## p. 73, ex. 2B

1 — Dear Ms Atkinson; 2 — I am writing to; 3 — I am enclosing; 4 — We would be grateful if you could; 5 — Please contact us; 6 — Yours sincerely.

## p. 73, ex. 4A

1 — clients; 2 — keys; 3 — queries; 4 — businessmen; 5 — faxes; 6 — salaries; 7 — mice; 8 — viruses.

## p. 73, ex. 4B

/s/ — laptops, spreadsheets, graphs, networks.

/iz/ — databases, taxes, switches, packages.

/z/ — orders, tables, passwords, systems.