

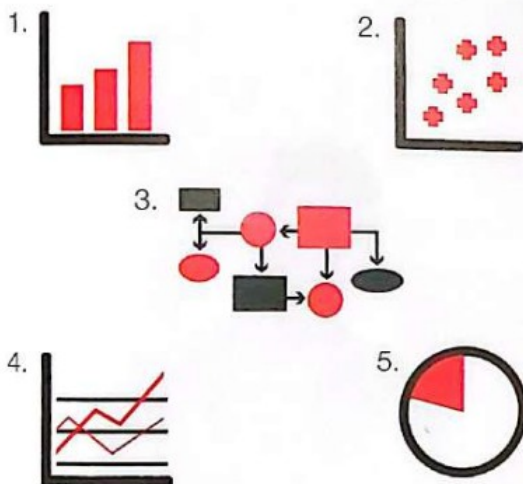
Exercise 4

- 4 Read the dialogue in Exercise 2 again. Decide if the statements below are true or false. Correct the false sentences in your notebook.

1. The manager said to add together all the prices to get the final purchase price. **(False). You multiply the number of items/parts purchased by the price.**
2. The new employee needs to write the formula into each cell. **(False). You just copy and paste the price formula into each cell.**
3. It is possible to sort a list by more than one category. **(True)**
4. The new employee wants all products of the same type placed in one group from the last date purchased. **(False). The new employee wants them grouped by the first date purchased in ascending order.**
5. The manager explains how to use a formula to find total. **(True)**

Exercise 5

- 5 Listen and repeat the words in colour. Then match the words to the pictures.
- line graph ♦ bar chart ♦ pie chart
scatter chart ♦ flow chart



1. Bar chart
2. Scatter chart
3. Flow chart
4. Line graph
5. Pie chart

Exercise 6

- 6 Listen and repeat the words in colour in A.
Then match them to their meanings in B. 🔊

1. worksheet → d. another name for a spreadsheet.
2. format → c. the way information is arranged on a computer.
3. ascending → g. going from the lowest to the highest.
4. group together → e. put similar items in the same category.
5. purchase price → a. the amount you pay for a product.
6. descending → b. going from the highest to the lowest.
7. according to → f. as indicated by.

Exercise 7

- 7 Listen and repeat the words in colour.
Then choose the correct answer. 🔊

1. If you want to separate something into equal parts, you will **divide** it.
2. When you **fill** a box, you are inserting something into it.
3. The **sum** is the total numbers of items.
4. **Average** means the typical or normal amount in a group.
5. **Subtract** means to take away an amount in order to calculate the difference.

Exercise 8

- 8 Copy and complete the sentences with the words below.

add • worksheet • multiply • cell • autosum
clear • scatter chart

1. **Autosum** is a function in a spreadsheet that gives you the total of all the numbers you select in a column.
2. If you want to increase a number five times, you will **multiply** it by five.
3. The first **cell** in a spreadsheet is always labeled A1.
4. A **scatter chart** shows the distribution of all the pieces of data.
5. When you **add** two or more numbers together, you get the total.
6. A **worksheet** is a file that displays data in rows and columns.
7. **Clear** means to empty or take something away.