Spreadsheets

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1. Answer the questions
   1.1. 4763-223
   1.2. 45
   1.3.   Network Cables
   1.4.   Monitor
   1.5. Taiwan
   1.6. 573-L3
   1.7. 36

2. Listen. <mark>**En estos ejercicios es muy importante fijarse bien y traducir las frases que están en negrita morada.**</mark>
   2.1. parts
   2.2. formula
   2.3. sort
   2.4. categories
   2.5. automatically

3. Nada que hacer.

4. True or False. Correct false ones:
   4.1. False.
   The manager said let's multiply the quantity of items in column C by the price in column G.
   4.2. False
   The new employee can simply copy and paste the formula from one cell to another.
   4.3. True
   4.4. True
   4.5. True

5. Then match the words to the pictures:
   5.1. bar char
   5.2. scatter chart
   5.3. flow chart
   5.4. line graph
   5.5. pie chart

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<mark>**Fijarse bien y traducir las palabras y expresiones en negrita morada.**</mark>

6. Match:
   6.1. d
   6.2. c
   6.3. g
   6.4. e
   6.5. a
   6.6. b
   6.7. f

7. Listen and choose the correct answer:
   7.1. divide
   7.2. fill
   7.3. sum
   7.4. average
   7.5. subtract

8. Complete:
   8.1. autosum
   8.2. multiply
   8.3. cell
   8.4. scatter chart
   8.5. add
   8.6. woeksheet
   8.7. clear

SPREADSHEETS

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1. True or False. Correct false ones::
   1.1. False
     Mr Brandon works for a sportswear company.
   1.2. True
   1.3. False
     His business is located in Lipfield.
   1.4. False
     Helen J. is his tech rep.
   1.5. True
   1.6. True

2. Listen and match:
   a. 4
   b. 6
   c. 2
   d. 5
   e. 1
   f. 3

3. Nada que hacer aquí.

4. Answer the questions:
   4.1. It's 48 Tassmin Ave.
   4.2. Business.
   4.3. 56 Parker Street, Butler, 19942
   4.4. Monday, 20th September, 12:00.
   4.5. Delivery before October 1st.
   4.6. To Natasha M, purchasing department.

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5. Listen and Match:
   5.1. a
   5.2. f
   5.3. e
   5.4. b
   5.5. c
   5.6. d

6. Complete:
   6.1. owner
   6.2. update
   6.3. store
   6.4. records
   6.5. retail
   6.6. retrieve
   6.7. query

7. Match:
   7.1. b
   7.2. c
   7.3. e
   7.4. f
   7.5. a
   7.6. d

"Your Turn" Nada que hacer aquí.