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1. A spreadsheet is a way to organize data sets into rows, columns, and tables. A database is a collection of all data that is organized in a manner that is easy for retrieval.
2. Some advantages of using spreadsheets is that data can be viewed in a comprehensive manner and focuses on a particular data set. However, this can be a disadvantage due to the fact that because there is a focus on only a particular set of data. Thus, this makes it harder to grab data and look at a problem from the full perspective
3. Using databases have the advantage of how easy data can be pulled and is a meeting point where all data is stored. However, databases can be a large investment and takes time to set up.
4. Spreadsheets are great for data entry, data manipulation, data analysis, data visualization, formatting data, and formatting files.
5. Databases are great for analysis, reporting data, data security, collaboration, and handling large data sets.
6. Tasks that both databases and spreadsheets can do is store and retrieve data in a simple fashion.
7. Some tasks that can be done without databases and spreadsheets is data collection as a whole.
8. Some tasks that can be done in spreadsheets but not databases is simple calculations, changing file format, and creation of simple tables
9. Some tasks that can be done in databases but not spreadsheets is manipulate a large set of data, ensure that data is securely stored, sophisticated querying, and creating correlations in data sets.
10. Some tasks that can be performed in databases and spreadsheets are data entry, data manipulation, data analysis, data visualization, formatting data, and formatting files, reporting data, data security, collaboration, and handling large data sets.