

NAME: ..... DATE: .....  
 CLASS: ..... MARK: ..... / 25

## Vocabulary

(Marks:     )  
 5×1    5

### A. Complete the sentences with the following words.

- cell    formulas    information    data    spreadsheets*
- Teachers use ..... for keeping grades.
  - You should enter the formula in the top .....
  - You can create ..... using different functions.
  - You can use the ..... in the cells to create charts.
  - Databases are designed to offer an organized mechanism for storing .....

## Grammar

(Marks:     )  
 10×1    10

### B. Circle the correct answer.

- The information in a spreadsheet *can sort / can be sorted* by the user.
- Most people use spreadsheets *incorrectly / incorrect*.
- I need help *using / use* a spreadsheet.
- It's so easy *that / which* even children can use it.
- All kinds of calculations can be made *used / using* a formula.
- How is a database different *from / than* a spreadsheet?
- Databases can easily link tables of *relatively / related* data together.
- Applications for *creating / create* spreadsheets enable you to design data-entry forms.
- Access rights can affect ability of data *editing / additives*.
- Databases are *safe / safer* than spreadsheets.

## Content

(Marks:     )  
 5×1    5

### C. Match the sentences to the second part.

- |   |  |       |
|---|--|-------|
| 1 | A database is a collection of records...                   | ..... |
| 2 | Spreadsheet is a collection of rows and columns of data... | ..... |
| 3 | Databases are actually much more powerful than...          | ..... |
| 4 | Databases also involve the use of records...               | ..... |
| 5 | You can think of a spreadsheet as a paper...               | ..... |
| A | to structure the tables.                                   |       |
| B | spreadsheets in the way you are able to manipulate data.   |       |
| C | each with a certain amount of information.                 |       |
| D | which can be laid out in various ways.                     |       |
| E | where you can enter data in rows and columns.              |       |

### D. Which do you use for the following situations?

(Marks:     )  
 5×1    5

- Databases (D) or Spreadsheets (S)?**
- You want to perform automatic calculations. ....
  - You want to generate reports based on information. ....
  - You want to track a simple list of data. ....
  - You want to maintain records for on-going use. ....
  - You want to create what-if scenarios. ....