Unit 15 Spreadsheets and databases

| The horizontal part of a spreadsheet. The name of the computer program that displays data in rows and columns, and the table which data in rows and columns. A collection of cells in one layer of an Excel file. In databases, information is added to, which are grouped together into | t of a spreadsheet. | | | | |
|--|---|---|--|---|---|
| data in rows and columns. A collection of cells in one layer of an Excel file. 5 In databases, information is added to | · | | | | |
| A collection of cells in one layer of an Excel file. In databases, information is added to, which are grouped together into | | m that displays data i | n rows and colu | umns, and th | e table which di |
| In databases, information is added to, which are grouped together into | | an Excel file | | | |
| The information number of different criteria. Choose words from each box to make expressions used to write letters in English and them in. I a b c | • | | hich are group | ed together i | nto |
| b c I am Dear Writing am Contact Please grateful if Smith, to you could enclosing Complete this letter by typing in expressions from Exercise 2. Taise a query about the most recent invoice your company dated 7 January 2008. The order was correct – an optical mouse and two Norton anti-virus progratems that you have miscalculated the VAT. By my calculations, the amount of VAT should be £456 as a copy of the invoice so that you can check for yourself. send a new invoice once the mistake has been corrected. fiyou have any questions, or if you would like to discuss the urther. I can be reached by phone, fax, email or at the address at the top of this letter. Write the plural form of the nouns that appear in bold in the text in Exercise 3. I query 6 virus 11 phone | a database | | | _ | |
| Ms writing am contact grateful if writing am contact grateful if would be lease grateful if writing am contact grateful if least grateful if writing am contact grateful if least grateful if writing am contact grateful if least g | om each box to i | make expressions | used to write | letters in E | English and ty |
| We would be I Please grateful if some contact grateful if to you could enclosing Complete this letter by typing in expressions from Exercise 2. I) | b | | c | | |
| We would be contact grateful if you could enclosing Complete this letter by typing in expressions from Exercise 2. | | Ms | m | ne | |
| Complete this letter by typing in expressions from Exercise 2. | | writing | | · · | |
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Now listen to the plural forms, and practise saying them. Notice the three different ways the endings of the regular plurals are said: /s/ /z/ or /iz/.