Spreadsheet and Databases

Database

Field/Column

Student Name	ID
Amir	1022
Sami	1023
Yousaf	1024

Record/ Row

ID	Result
1023	25
1024	35
1022	40

Spreadsheet

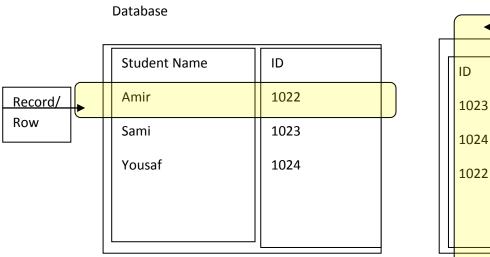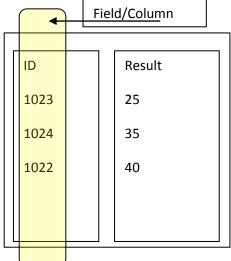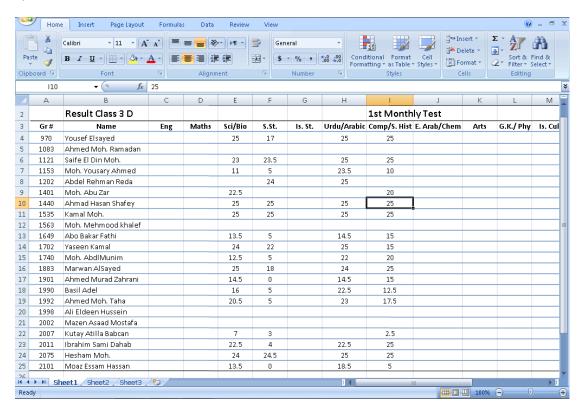|	A	B	C	D	E	F	G	H	I	J	K	L	M
2		Result Class 3 D							1st Monthly Test				
3	Gr #	Name	Eng	Maths	Sci/Bio	S.St.	Is. St.	Urdu/Arabic	Comp/S. Hist	E. Arab/Chem	Arts	G.K./ Phy	Is. Cul
4	970	Yousef Elsayed			25	17		25	25				
5	1083	Ahmed Moh. Ramadan											
6	1121	Saife El Din Moh.			23	23.5		25	25				
7	1153	Moh. Yousary Ahmed			11	5		23.5	10				
8	1202	Abdel Rehman Reda				24		25					
9	1401	Moh. Abu Zar			22.5				20				
10	1440	Ahmad Hasan Shafey			25	25		25	25				
11	1535	Kamal Moh.			25	25		25	25				
12	1563	Moh. Mehmood khalef											
13	1649	Abo Bakar Fathi			13.5	5		14.5	15				
14	1702	Yaseen Kamal			24	22		25	15				
15	1740	Moh. AbdlMunim			12.5	5		22	20				
16	1883	Marwan AlSayed			25	18		24	25				
17	1901	Ahmed Murad Zahrani			14.5	0		14.5	15				
18	1990	Basil Adel			16	5		22.5	12.5				
19	1992	Ahmed Moh. Taha			20.5	5		23	17.5				
20	1998	Ali Eldeen Hussein											
21	2002	Mazen Asaad Mostafa											
22	2007	Kutay Atilla Babcan			7	3			2.5				
23	2011	Ibrahim Sami Dahab			22.5	4		22.5	25				
24	2075	Hesham Moh.			24	24.5		25	25				
25	2101	Moaz Essam Hassan			13.5	0		18.5	5				

1 A

1. What is a spreadsheet?

It is like a large sheet of paper with a lot of columns and rows.

2. What are spreadsheets used for?

Spreadsheets are used for keeping records in small companies.

Unit 15 Spreadsheets and databases

1B   a: column name, b: cell, c: row number

1D

1: (True)

2: (False) In a spreadsheet you can enter numbers, text, and formulae.

3: (False) you can change the width of columns.

4: (True)

5: (False) Spreadsheets can be used as databases.

1E

 1: True

2: False

3: True

2A

1.   Company

2.   Product

3.   Description

4.   Quantity

5.   Price

6.   VAT

7.   Grand Total

2B

1.   Dear Ms Atkinson

2.   I am writing to

3.   I am enclosing

4.   We would be grateful if you could

5.   Please contact us

6.   Yours sincerely

2C

I am writing to complain about two products from your company. The laser printer gives continuous error messages. Also, I am facing problems installing the database.

Please send me a new laser printer and an upgraded version of the database.

Yours sincerely

Ruth Atkinson.

3D

1. store organize and retrieve information from a database.

2.fields.

3.a separate piece of information.

4.making changes, adding new records and deleting old ones.

5.it is much faster, easily stores records and takes much less space.

6.passwords and security devices.

3E

1	D	A	T	A	B	A	S	E			
			2	R	E	C	O	R	D		
						3	F	I	E	L	D
	4	R	E	L	A	T	I	O	N	A	L
		5	N	E	T	W	O	R	K		
		6		S	E	A	R	C	H		
		7		S	O	R	T				
		8		Q	U	E	R	Y			

4A

1. Client   clients

2. Key   keys

3. Query   queries

4. Businessman   businessmen

5. Fax   faxes

6. Salary   salaries

7. Mouse   mice

8. Virus   viruses

4B

/s/	/iz/	/z/
Laptops	Databases	Orders
Spreadsheets	Taxes	Tables
Graphs	Switches	Passwords
Networks	Packages	Systems