

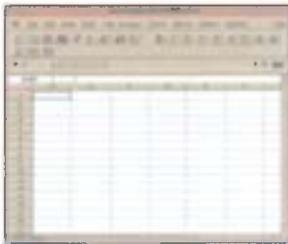
## PRE-READING

Look at the pictures and read the title of the lesson.

1. Circle your answers about pictures 1 through 5. Write them on the lines.

- a) Picture 1 is an example of a Microsoft Excel \_\_\_\_\_ (document / worksheet)  
 b) Picture 2 has both writing and a \_\_\_\_\_ (graph / map)  
 c) Picture 3 is an example of a Microsoft Word \_\_\_\_\_ (document / folder)  
 d) We call the information in picture 4 \_\_\_\_\_ (shapes / data)  
 e) Picture 5 is an example of a Microsoft PowerPoint \_\_\_\_\_ (slide / page)

Picture 1



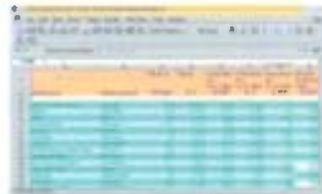
Picture 2



Picture 3



Picture 4



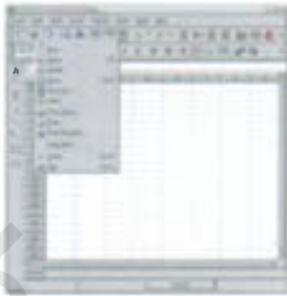
Picture 5



2. Read these statements about the pictures 1 through 5 above. Tick (✓) Yes or No.

STATEMENTS	Yes	No
a) Picture 1 has a blank Microsoft Excel worksheet.	<input type="checkbox"/>	<input type="checkbox"/>
b) The graph in picture 2 is on the left of the worksheet	<input type="checkbox"/>	<input type="checkbox"/>
c) The writing in picture 3 is black	<input type="checkbox"/>	<input type="checkbox"/>
d) There are both text and numbers in picture 4.	<input type="checkbox"/>	<input type="checkbox"/>
e) In picture 5, the background (i.e. what you see behind the writing) is blue.	<input type="checkbox"/>	<input type="checkbox"/>

Picture 6



Picture 7



Picture 8



3. Match pictures (6 - 10) with their descriptions below. Write the picture numbers on the lines.

- \_\_\_\_\_ a) There are two worksheets; one with data and the other has a graph.
- \_\_\_\_\_ b) There are two windows opened on the screen.
- \_\_\_\_\_ c) There is a blank worksheet and a drop-down menu.
- \_\_\_\_\_ d) These people are discussing a project.
- \_\_\_\_\_ e) This person is making a presentation.

Picture 9



Picture 10



The three sentences below are from the reading text. Read them carefully and put them in the right spaces.

- a) Nowadays, spreadsheets can generate documents with graphic representations and some include three-dimensional options.
- b) It's like a large piece of paper divided into columns and rows.
- c) This means that when you make a change in one worksheet the same change is made in the other worksheet.

READING TEXT

USING SPREADSHEETS

We normally use a spreadsheet to make calculations. \_\_\_\_\_  
 \_\_\_\_\_ Each column is labelled  
 5 with a letter and each row is labelled with a number. The point where a column and a row intersect is called a cell. For example you can have cells A1, B6, C5, etc.

A cell can contain three types of information: text, numbers and formulas. Formulas add, subtract, multiply or divide existing values to make new ones. We can use formulas to calculate totals, percentages or discounts. When you change the value of one cell, the values in other cells are automatically recalculated. You can also change the information in different worksheets by linking cells. \_\_\_\_\_

The format menu in a spreadsheet usually includes several commands. We use these commands to choose the font, number alignment, borders, column width and so on. \_\_\_\_\_

The values of the cells are shown in different ways such as line graphs, columns or pie charts.

### VOCABULARY & UNDERSTANDING

1. Answer the following questions based on the Reading text.

a) What is a spreadsheet?

\_\_\_\_\_

b) What types of information are adding and multiplying?

\_\_\_\_\_

c) Find in the text two verbs opposite to 'add' and 'multiply'.

\_\_\_\_\_

d) How can you update information in different worksheets?

\_\_\_\_\_

2. Ask questions about the underlined words and expressions.

\_\_\_\_\_?

a) A cell can contain three types of information.

\_\_\_\_\_?

b) A cell can contain three types of information.

\_\_\_\_\_?

c) You can update different worksheets by linking cells.

\_\_\_\_\_?

d) The values of the cells are shown in different ways.

### COMPREHENSION CHECK

1. Draw lines from the words on the left to the words on the right to complete the sentences.

- |   |   |
|---|---|
| 1. A spreadsheet is used for  | a) to calculate totals, percentages or discounts.                         |
| 2. A cell can contain three types of information:                   | b) the same change is made in the other worksheet.                        |
| 3. We can use formulas  | c) which include three-dimensional options.                               |
| 4. When you make a change in one worksheet with linking cells       | d) keeping records of accounts, analysing budgets or making calculations. |
| 5. Spreadsheets can generate documents with graphic representations | e) text, numbers and formulas.  |

2. Answer the questions in the table below based on the Reading text. Tick (✓) the correct boxes.

	addition	subtraction	multiplication	division	percentage
2.25 - .075					
225 - 193					
25%					
1035 + 339					
17.5%					
305 + 151					
12.5 × 7					

3. Read these expressions and circle the letter with the most appropriate answer.

1. Which one is correct?

- a) A workbook contains many spreadsheets
- b) A spreadsheet contains many workbooks
- c) A spreadsheet contains one workbook only

2. Which of the following are calculations? There may be more than one answer.

- a)  $555 + 444 = 999$
- b) 20@15and5
- c) 20%
- d)  $45 \div 9 = 5$

3. 'The point where a column and a row intersect is called a cell.' The sentence means that:

- a) 'The point where a column and a row increase is called a cell.'
- b) 'The point where a column and a row separate is called a cell.'
- c) 'The point where a column and a row meet is called a cell.'

4. The books cost SR300. Which of the following is an example of a DISCOUNT?

- a) You gave the Salesperson SR400 and he gave you SR100 change.
- b) You paid SR250 only but the Salesperson asked you to give him more money.
- c) You paid SR400 and got SR120 change.

5. Which of the following is an example of a PERCENTAGE?

- a) 15%
- b) 357
- c)  $45 - 5 = 8 \times 5$

6. What is a menu on a computer screen?
- a) A list of choices you can choose from
  - b) Different types of food you can select
  - c) A webpage you can browse through
7. Which of the following are DIMENSIONS?
- a) Smell, taste and touch
  - b) Size, volume and capacity
  - c) Width, length and height
8. The values in a cell in a Microsoft Excel spreadsheet can be:
- a) Numbers only
  - b) Text only
  - c) Both numbers and text

#### SELF-DIRECTED LEARNING ACTIVITY

*Read the following sentence from the reading text.*

The values in other cells are automatically recalculated.

- e) The underlined word comes from the verb 'recalculate'. What is the meaning of the verb 'recalculate'? \_\_\_\_\_
- f) Write three verbs of your own beginning with the letters 're-'. Use the lines below.
- Verb 1 \_\_\_\_\_
- Verb 2 \_\_\_\_\_
- Verb 3 \_\_\_\_\_