

- a. Identify the topic of the audio:.....
- b. What is the purpose of the topic mentioned:
- c. Write the 7 operations in the order mentioned by the audio:
- d. Write the numbers, the combination of letter-number and the formula:.....
- e. You can also update the information in different by linking cells. This means that when you make a in one worksheet, the same change is made in the other worksheet. The menú in a spreadsheet usually includes several commands youto choose the font, number allignment, borders, width and so on. Most spreadsheet programs can also graphic representations. The values of cells are shown in different: such as line graphs, bars or pie-charts. They are given three dimensional Some spreadsheet programs also have a data base which transforms the values of cells into a database. In this case each column is a and each row is a record.