

Unit 15 Answer key

1

- 1 column
- 2 row
- 3 spreadsheet
- 4 worksheet
- 5 fields; records
- 6 search; sort

2

- 1 I am writing to ...
- 2 Dear Ms Smith,
- 3 We would be grateful if you could ...
- 4 I am enclosing ...
- 5 Please contact me ...

3

- 1 Dear Ms Smith,
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4

- 1 queries
- 2 invoices
- 3 companies
- 4 orders
- 5 mice
- 6 viruses
- 7 amounts
- 8 copies
- 9 mistakes
- 10 matters
- 11 phones
- 12 faxes
- 13 emails
- 14 addresses
- 15 letters