

Complete Lesson Transcript – Lesson 322 [English]

Kirin: Chinese Learn Online lesson 322 .

Hello everyone , I am Teacher Yang .

Raphael: Hello everyone , I am Teacher Lai .

Adam: And hello, I'm Adam.

Kirin: Welcome to our learning Chinese course .

Raphael: We're going to listen to an article today that reviews the words taught in our last lesson . As well in today's lesson , we are going to hear three new words .

Kirin: Accountant .

Adam: Accountant.

Kirin: Spreadsheet .

Adam: Spreadsheet.

Kirin: Total .

Adam: Total.

Raphael: Let's first listen to today's article at a normal speed .

Kirin: According to accountants , there is a very useful feature within computer software , which are spreadsheets . This software really helps them a lot , and lets them easily calculate complicated reports . This is unlike the past, when calculating how much money a company made in a year , they needed to first print out all the information on paper . You then had to use your own calculator to calculate the totals of those numbers . Not only did this method waste paper, it took a long time , and was also easy to make a mistake when calculating . If you later had to edit a different section , you then had to calculate the total for that section again . But nowadays the features of spreadsheets let accountants easily categorize and edit each file . If there are some incorrect numbers in a file , they can quickly find that file , and calculate the total for that area . Apart from these benefits , spreadsheets also let accountants easily copy , cut or delete pieces of data , and then paste them at other places . These features save

accountants a lot of time . So if you want to become an accountant , you should first learn how to use spreadsheet software .

Raphael: Let's listen again to today's article at a slowed down speed .

Kirin: According to accountants , there is a very useful feature within computer software , which are spreadsheets . This software really helps them a lot , and lets them easily calculate complicated reports . This is unlike the past, when calculating how much money a company made in a year , they needed to first print out all the information on paper . You then had to use your own calculator to calculate the totals of those numbers . Not only did this method waste paper, it took a long time , and was also easy to make a mistake when calculating . If you later had to edit a different section , you then had to calculate the total for that section again . But nowadays the features of spreadsheets let accountants easily categorize and edit each file . If there are some incorrect numbers in a file , they can quickly find that file , and calculate the total for that area . Apart from these benefits , spreadsheets also let accountants easily copy , cut or delete pieces of data , and then paste them at other places . These features save accountants a lot of time . So if you want to become an accountant , you should first learn how to use spreadsheet software .

Raphael: Our premium subscribers can visit our website chineselearnonline.com to see this lesson's English translation , and do more practice .

Kirin: Keep at it .