**ASSIGNMENT – 3**

Answer the following questions:

1. Define the following:

a. Field - Each item of information in a database record, such as at telephone number or street number, is referred to as a field. In Excel, the individual cells of a worksheet serve as fields, since each cell can contain a single piece of information about an object.

b. Record- A record holds all the information or data about one specific object in database. In Excel, each cell in a worksheet contains one information or value.

c. Database- an excel database is typically a spreadsheet with rows and columns of data – organized and formatted in a way that allows spreadsheet formulas to use the data easily.

2. What do you use conditional formatting for? Give an example.

Conditional formatting makes it easy to highlight certain values or make particular cells easy to identify. This change the appearance of a cell range based on a condition (or criteria). You can use conditional formatting to highlight cells that contain values which meet a certain condition.

**For example**, highlighting all cells with sales value less than 100 million, or highlighting cells with marks less than the passing threshold.

3. Give an example from your real-life where you:

a. Persuasion: Persuaded a friend/family member

There are numerous examples in which I tried to persuade my friends and family but here I want to discuss about a time when I joined a school campaign. To use 3 R’s to save our environment and urge people to recycle.

b. Negotiation: Negotiated with a friend/family member

Negotiation is a simple way to deal with any situation. For Example, in any company in which we give an interview and qualified it they negotiate the salary as per our competence and qualification in that field.

4. Give one example when you are hearing and one example when you are listening.

There are several types of voices we hear like honking of cars, Banging of utensils, vibrations and many more. Even if we don’t want to hear it, we can’t help until be close our ear. Whereas. Listening is different; when any person speaks we listen to him/her attentively, and understand what he wants to speak.