1. You are expected to submit the steps you followed for doing all the below subtasks.
   * Use the “Sales\_Data.xml” file.

**Answer:**

Step 1 – Open File, which would be Book1.Xls

Step 2 – Save the file in a location with the *file name* as ‘Sales\_ Data’ and *Save as type* XML data

* + Access the “xml” file in excel and save it to a comma delimited “csv” file.

**Answer:**

Step 1 – Open the above file, which would be ‘Sales\_ Data’ and change the *Save as type* to ‘CSV’

* + Make all the rows where “attractiveness<6” to
    1. Background Color = red, font = 8, font type = italic.

**Answer:**

Step 1 – Type ‘Attractiveness’ in Cell B2

Step 2 – From cells B3 to B16, insert values between 1 and 15 using the formula RANDBETWEEN (1, 15)

Step 3 – Highlight all the 14 cells using ‘Shift + down arrow’

Step 4 – Follow: Under ‘Styles’ tab

* + - 1. ‘Conditional Formatting’
      2. ‘Highlight Cell Rules’
      3. ‘Less than 6’
      4. Custom format with Background Color = red, font = 8 (Not getting active), font type = italic
  + Hide All the rows where “attractiveness<6” by using grouping. Hide in the sense, we should be able to see there is some rows there, which we can unfold to see. Also try hiding the data without grouping.

**Answer (Grouping):**

Step 1 – Copy the numbers and paste special as values, as the RANDBETWEEN function is changing the values

Step 2 – Create a filter on ‘Attractiveness’ in Cell B2 by using the ‘Filter’ from ‘Editing’ tab

Step 3 – Highlight all the 14 cells using ‘Shift + down arrow’

Step 4 – Choose the ‘Data’ tab and go to the ‘Group’ tab under ‘Outline’

Step 5 – Choose ‘Rows’

**Answer (Without Grouping):**

Step 1 – Copy the numbers and paste special as values, as the RANDBETWEEN function is changing the values

Step 2 – Create a filter on ‘Attractiveness’ in Cell B2 by using the ‘Filter’ from ‘Editing’ tab

Step 3 – Highlight all the 6 cells using ‘Shift + down arrow’

Step 4 – Using the ‘right click on mouse’ and do ‘hide’

* + Use the same data. The column named “attractiveness” is in general format. It is actually a rating from 1 to 10. Can you prepend “C” before the number. i.e. if it is 1, it should be converted to “C1”. Format the column to text type.

**Answer:**

Step 1 – Make a second column titled ‘Rating’

Step 2 – In the cells beside each cells from B3 to B16, use the formula – CONCATENATE. This would add the text of two cells i.e. the method is

= CONCATENATE (“C”, ‘Adjacent cell’)