1. **Save Sales\_Data.xml as a csv file**

Click on **File** menu and select **Save As**

Choose location to save

In the **Save as Type** Dropdown menu select **csv**

Click **Save**

1. Right Click the number of the row with attractiveness<6 and change background color to RED and font size to 8 and font type to *Italic*
2. Right Click the row and select **HIDE** to hide the entire row
3. Select the whole column

Click the **Home** menu

Select the **Format Cell** dropdown menu and select **TEXT**