1. You are expected to submit the steps you followed for doing all the below subtasks.

• Use the “Sales\_Data.xml” file.

Download

Unzip

Open

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

|  |  |  |
| --- | --- | --- |
| Step | Description | Shot Key |
|  |  |  |
| 1 | Data Tab | Alt + A |
| 2 | From Other Sources | FO |
| 3 | From XML Data Import | Down shift, Enter |
|  |  |  |
| 4 | File | Alt + F |
| 5 | Save as | A |
|  | Choose the location to save the file | |
| 6 | Select under save as type –  CSV (Comma delimited) (\*.CSV) | Tab , Downshift , Enter for save as type  CSV (Comma delimited) (\*.CSV) |
| 7 | Save | Save |

• Make all the rows where “attractiveness<6” to

background color = red, font = 8, font type = italic.

Select A2 to D201

Conditional Formatting > New Rule

Use a formula to determine which cells to format

Formula ‘ =$D2<6 ‘

Click on format tab

Select font style as Italic

Under fill tab select red colour

Click tab ‘ ok’

Click ‘ok’ on new formatting rule window.

• 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.

Using grouping

sort the data from Smallest to largest for the column ‘D’ i.e. attractiveness

Select the rows from Row 2 to Row 27

Under ‘ Data’ tab go to ‘Group’. Click ‘ Group’

Click ‘1’ OR ‘-1’ to hide the rows where “attractiveness<6”

Without grouping – Opion1

sort the data from Smallest to largest for the column ‘D’ i.e. attractiveness

Select the rows from Row 2 to Row 27

Right Click and hide

Without grouping – Opion2

Apply Filters to Column D: Filter by Colour > No Fill

Apply Filters to Column D: Filter by Numbers > Greater than or equal to 6

• 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.

Use formula

=CONCATENATE("C",D2)

Select the column

Under home tab select the “ ABC Text” from the drop down