Assignment 28

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	Short 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 – Option1

      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 – Option2

      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