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

• Use the “Sales\_Data.xml” file.

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

**Ans** used save as .csv format.

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

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

**Ans**

with the use of command ALT+D+F+F put auto filter on top row and selected the data where

attractiveness for 1 to 5 .

used background color = red, font = 8, font type = italic from home ribbon .

• 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.

**Ans**

selected the data where attractiveness for 1 to 5 and from data ribbon selected group option .

also hide them from “hide details” or selecting the data and in right click found the “hide” option .

• 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.

**Ans.** In very next column used command ="C"&D2 and DRAG to last column . also can be done by double clicking on + sign on cell. After selecting the entire column selected the format type as Text .