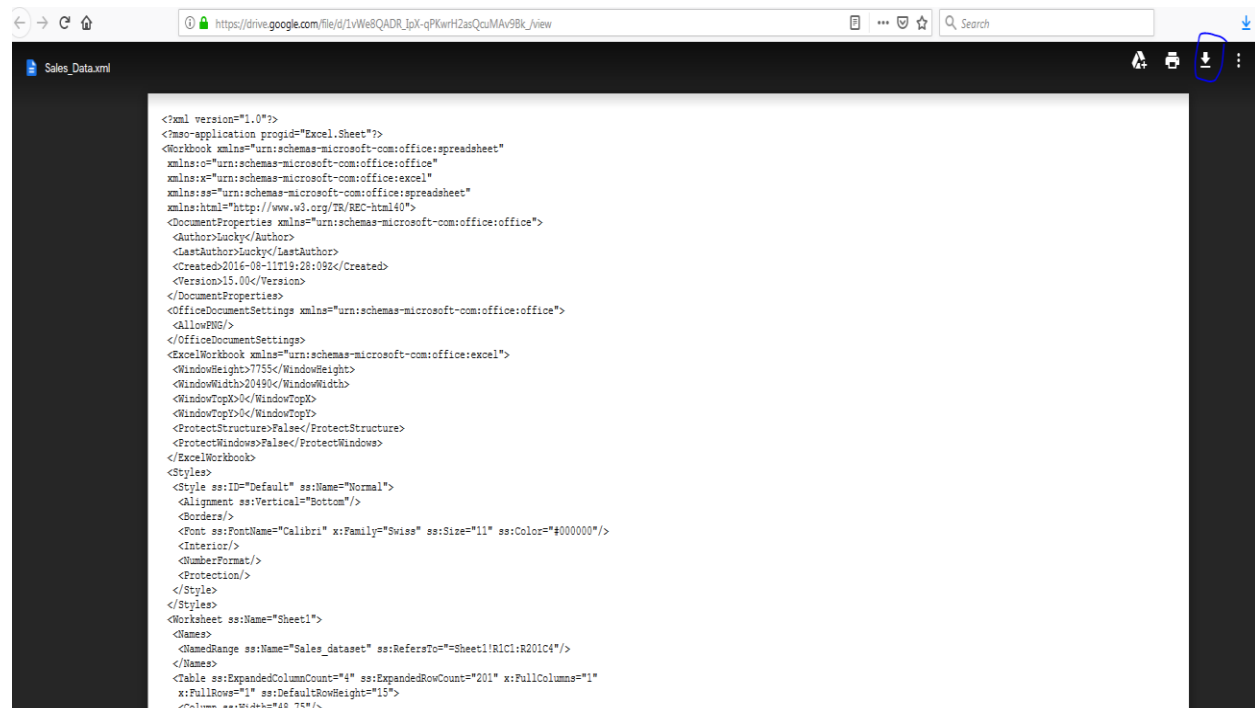


### Downloading the file



## Opening the file

[illegible]

Excel ribbon: FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW. The 'Enable Content' button in the 'Alignment' group is highlighted with a blue circle.

SECURITY WARNING: External Data Connections have been disabled.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	advertise	sales	plays	attractiveness									
2	10.256	330	43	10									
3	985.685	120	28	7									
4	1445.563	360	35	7									
5	1188.193	270	33	7									
6	574.513	220	44	5									
7	568.954	170	19	5									
8	471.814	70	20	1									
9	537.352	210	22	9									
10	514.068	200	21	7									
11	174.093	300	40	7									
12	1720.806	290	32	7									
13	611.479	70	20	2									
14	251.192	150	24	8									
15	97.972	190	38	6									
16	406.814	240	24	7									
17	265.398	100	25	5									
18	1323.287	250	35	5									
19	196.65	210	36	8									
20	1326.598	280	27	8									
21	1380.689	230	33	8									
22	792.345	210	33	7									
23	957.167	230	28	6									
24	1789.659	320	30	9									
25	656.137	210	34	7									
26	613.697	230	49	7									
27	313.362	250	40	8									
28	336.51	60	20	4									
29	1544.899	330	42	7									
30	68.954	150	35	8									
31	785.692	150	8	6									
32	125.678	190	40	7									

## Saving the file as csv

Save As dialog box showing the file type selection process.

File name: Sales Data

Save as type: **CSV (Comma delimited)**

File type list includes: Excel Workbook, Excel Macro-Enabled Workbook, Excel Binary Workbook, Excel 97-2003 Workbook, XML Data, Single File Web Page, Web Page, Excel Template, Excel Macro-Enabled Template, Excel 97-2003 Template, Text (Tab delimited), Unicode Text, XML Spreadsheet 2003, Microsoft Excel 5.0-95 Workbook, **CSV (Comma delimited)**, Formatted Text (Space delimited), Text (Macintosh), CSV (Macintosh), CSV (MS-DOS), DIF (Data Interchange Format), SYLK (Symbolic Link), Excel Add-In, Excel 97-2003 Add-In, PDF, XPS Document, Strict Open XML Spreadsheet, OpenDocument Spreadsheet.

**FILE** **HOME** **INSERT** **PAGE LAYOUT** **FORMULAS** **DATA** **REVIEW** **VIEW**

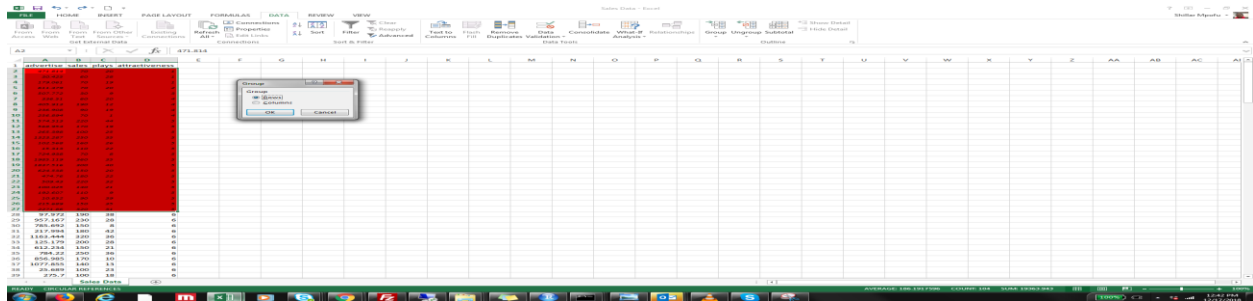
From Access From Web From Text From Other Existing Connections Refresh All Connections Properties Edit Links Connections Sort Sort & Filter Clear Reapply Advanced

D1 A B C D E F G H I J

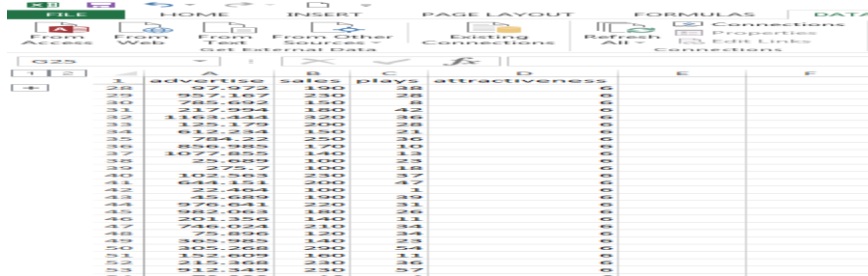
	A	B	C	D	E	F	G	H	I	J
1	advertis	sal	plac	attractiveness						
6	8,513	220	44	5						
7	568,954	170	19	5						
8	471,814	70	20	1						
13	611,479	70	20	2						
17	265,398	100	25	5						
18	1323,287	250	35	5						
28	336,51	60	20	4						
53	405,913	190	12	4						
60	236,308	90	19	5						
72	102,568	160	26	5						
81	15,313	110	22	5						
83	256,894	70	41	5						
86	724,938	70	8	5						
88	1985,119	360	35	5						
89	1837,516	300	40	5						
114	507,772	30	3	5						
119	624,538	150	20	5						
123	474,76	180	22	5						
132	509,43	220	32	5						
138	100,025	140	21	5						
139	30,425	60	28	1						
152	192,607	110	9	5						
158	10,652	90	39	5						
161	215,089	150	35	5						
182	179,061	70	19	1						
185	2271,86	320	31	5						

The screenshot shows an Excel spreadsheet with a list of names in column A. A color picker tool is open over the first cell (A1), showing a red color selected. The spreadsheet has columns labeled A through Z, and rows 1 through 23. The color picker shows a red color selected.

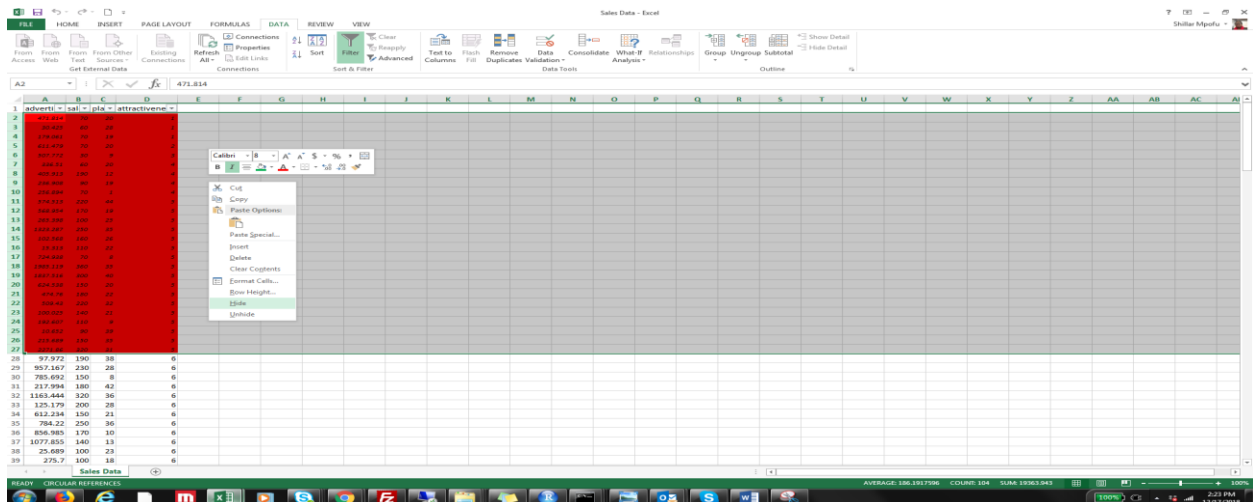
## Grouping where attractiveness <6



## Hiding the rows click the negative sign circled



## Hiding without grouping



	A	B	C	D	E	F
1	adverti	sal	pla	attractivene		
28	97.972	190	38	6		
29	957.167	230	28	6		
30	785.692	150	8	6		
31	217.994	180	42	6		
32	1163.444	320	36	6		
33	125.179	200	28	6		
34	612.234	150	21	6		
35	784.22	250	36	6		
36	856.985	170	10	6		
37	1077.855	140	13	6		
38	25.689	100	23	6		
39	275.7	100	18	6		
40	102.563	230	37	6		
41	644.151	200	47	6		
42	22.464	100	1	6		
43	45.689	190	39	6		
44	976.641	220	31	6		
45	982.063	180	26	6		
46	201.356	140	11	6		
47	746.024	210	34	6		

## Appending C before the number

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Copy Paste Format Painter Font Alignment Number Styles

Normal Bad Good Check Cell Explanatory ... Input

D1 attractiveness

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	advertise	sales	plays	attractiveness														
2	471.814	70	20	1														
3	30.425	60	28	1														
4	179.061	70	19	1														
5	611.479	70	20	2														
6	507.772	30	9	3														
7	336.51	60	20	4														
8	405.913	190	12	4														
9	236.908	90	19	4														
10	256.894	70	1	4														
11	574.513	220	44	3														
12	568.954	170	19	3														
13	265.398	100	25	3														
14	1323.287	250	35	3														
15	102.568	160	26	3														
16	15.313	110	22	3														
17	724.938	70	8	3														
18	1985.119	360	35	3														
19	1837.516	300	40	3														
20	624.538	150	20	3														
21	474.76	180	22	3														
22	509.43	220	32	3														
23	100.025	140	21	3														
24	192.607	110	9	3														
25	10.652	90	39	3														
26	215.689	150	35	3														
27	2271.86	320	31	3														
28	97.972	190	38	6														
29	957.167	230	28	6														
30	785.692	150	8	6														
31	217.994	180	42	6														

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample attractiveness

Type: CO

General 0 0.00 ###0.00 ###0.00;###0.00 ###0.00;[Red](#,##0) ###0.00;[Red](#,##0.00) ###0.00;[Red](#,##0.00) \$#,##0.00;[Red](\$#,##0) \$#,##0.00;[Red](\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel