**ASSIGNMENT 28.1**

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.

# Click Data, then “Access from other sources”, then choose “From XML Data import”. Then save the file as a csv file using the save button and the file format options in the drop down

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

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

# Select the column with the heading “attractiveness”, then apply the conditional formatting rule by selecting “more rules”, where the colour fill option and the format cell font italic options. Once the cells are identified then highlight the entire rows with the attractiveness column appearing red and fill the same colour. Change the font size to 8 by choosing it from the home menu.

• 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.

# Select the rows and columns which are red in colour as per the previous conditional formatting, then go to the “Data” option on the tool bar and then choose “Group” Options from the “Cells” sub-menu from the “Data” Option. Then Group by rows, by selecting the rows options in the Group option. A line will appear from the cell where the formatting begins and till the cell where the formatting ends, with a “minus” symbol. This acts as a button to hide and unhide the selected rows. The same thing can be achieved by pointing the cursor at the left most cell where the number of the rows is displayed. Then when it turns to a plus symbol with upward and downward pointing arrows, drag the pointed upwards till the number of cells which you want to hide are hidden, and then leave the mouse left click. Using this drag click feature also one can hide. To unhide, select the one row up and one row down of the hidden rows, and then at the middle of the intersection, use double click to unhide the hidden rows.

• 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.

# Choose a cell next to the attractiveness column. In that cell type an equal to and use the CONCATENATE function, by writing =CONCATENATE(“C”,D2). Then select the entire range of cells in column E will the number of rows where the D column has data. Then use “Ctrl Down” to fill the rows selected.