

Exe-3 Page setup

- 1. Open the file called Loan Workbook.
- 2. Click **the Page Layout** View at the bottom right and **add** the current **date** to the top right of the **header** then add your **name** to the center of the **footer**. Switch back to the Normal view.
- 3. Add this **comment** to cell C9. "This is the beginning balance of this loan".
- 4. Set **rows** 4-7 as Print **Titles** on the page.
- 5. **Save** as the file inside your folder and close it.