



Exe-2 Working With Large File

1. Open the file called **Loan Workbook**.
2. **Freeze** rows 1-7 then scroll down to see that row 1-7 stay at the top of the sheet.
3. **Remove** the Freeze option.
4. **Split** the screen at cell B8. Then scroll to see both the 1st month of the loan and the last month of the loan on the screen at the same time.
5. **Remove** the **Split** screen option.
6. **Save** as the file inside your folder and close it.

EXCEED