**Module 16 – Working With Views**

**Exercise**

1. Open the files called **Jaen, Hanover, Monder, & Summary** at the same time.
2. On the Summary file in cell A5, write a formula that links Jaen, Hanover, & Monder to the Summary file and gives you the Total Sales.
3. On the Summary file in cell B5, write a formula that links Jaen, Hanover, & Monder to the Summary file and gives you the Total Commissions.
4. Save and close only the **Summary** file.
5. Open the file called **Consolidation**.
6. Select the range C5:C14.
7. Consolidate all of the quantities from the Jaen, Hanover, & Monder files into the **Consolidation** file.
8. Create Links to the Source Data.
9. Save and close all of the files.