**Module 15 – Working With Views**

**Exercise**

1. Open the file called **Views**.
2. Click on the sheet called “Fruits & Veggies”.
3. Create a View called “Original”.
4. Hide Rows 7-12. Create a view called” Fruits”.
5. Show the Original view.
6. Hide Rows 2-6 and row 12. Create a view called” Veggies”.
7. Show the Original view.
8. Using the New Window button, create a 2nd copy of this file.
9. Arrange them vertically.
10. Show the sheet “Fruits & Veggies” on the left and the sheet “Books & Music” on the right.
11. Maximize the original copy.
12. Save and close the file.