**Module 5 – Page Setup and Print Options**

**Exercise**

1. Open the file called **Loan Workbook**.
2. Click the sheet **Detail Sheet for 5-Year Loan**.
3. Click the **Page Layout View** at the bottom right and notice that there are no currently Headers or Footers. 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.
4. Add this comment to cell C9. “This is the beginning balance of this loan”.
5. Change the left and right margins to 1”.
6. Center on the page vertically.
7. Set rows 4-7 as Print Titles on the page.
8. Print the entire workbook.
9. Save and close the file.