

Freeze Panes On Your Screen for Better Viewing

If you want to keep the row and column labels visible as you scroll through the rest of the screen you can use a simple function to freeze specific rows and columns so that they always appear on your screen.

1. To freeze the top horizontal row or rows, select the **row** below the one(s) you want to remain on the screen at all times or:
 - a. To freeze the left vertical column or columns, select the **column** to the right of the one(s) you want to remain on the screen at all times or
 - b. To freeze both the upper rows and the left hand columns, click the **cell** below and to the right of the area that you want to remain on the screen.
2. Under **View** on the main menu, select **Freeze Panes**, then the option you want. If the cell location chosen has merged cells in the column or row, the options above may not work, but you can choose “Freeze Top Row”, or “Freeze First Column”, and the function will work even with merged cells.
3. To unfreeze, select **View/Freeze Panes/Unfreeze Panes**.