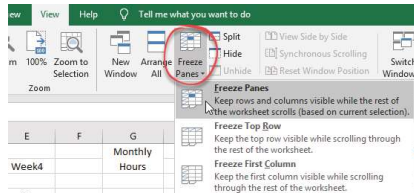# Freezing Rows and Columns

If you are working with a large spreadsheet and you are moving around it you may find that the headings disappear from view as you scroll down and/or across. You can prevent this from happening by freezing the panes.

How do I freeze/unfreeze a pane?

1. Select the cell BELOW and to the RIGHT of the cells you wish to freeze.
2. Click to display the 'View' ribbon.
3. Click the 'Freeze Pane' drop down menu button.
4. Click 'Freeze Panes'.
   OR
   Click 'Freeze Top Row/First Column'.

To unfreeze your rows/columns repeat the steps above choosing 'Unfreeze'.

In the example opposite cell B4 is selected. If 'Freeze Panes' was chosen column A and rows 1-3 would be 'frozen'.

No matter how much you scroll down or across the column titles (Hours Worked, Week (Rows 1-3)) and the staff names (Column A) will always appear along the top and down the side of the worksheet.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.