

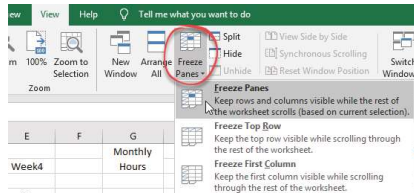


Freezing Rows and Columns

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'.

	A	B	C	D
1		Hours Worked - Jan		
2		Week1	Week2	Wee
3				
4	Robin Scherbatsky	15	30	14
5	Sheldon Cooper	20	35	30
6	Kitty Walker	35	19	35
7	Barney Stinson	25	24	25
8	Leonard Hofstadter	22	25	30
9	Kevin Walker	23	30	24
10	Lily Aldrin	15	32	25
11	Addison Montgomery	25	25	24
12	Cristina Yang	26	17	25
13	Meredith Grey	10	25	14

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.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk