Freezing Panes in Microsoft Excel

Freezing panes can be an extremely useful tool when working with documents that contain large amounts of data and/or many different categories of information. Freezing the top row, the first column, or any other panes will cause those panes to remain in place as you scroll through the rest of the data.

To freeze various panes:

1. Go to the View ribbon.
2. In the Window chunk, click on Freeze Panes.
3. From the drop-down menu, choose
   - Freeze Panes
   - Freeze Top Row
   - Freeze First Column

Freeze Panes
Selecting Row E and then choosing Freeze Panes will make Rows A-D stay in place, while allowing E and those following it to scroll back and forth.

Freeze Top Row
When Freeze Top Row has been selected, the headers (outlined by the red box) stay in place as you scroll through the rows of data.