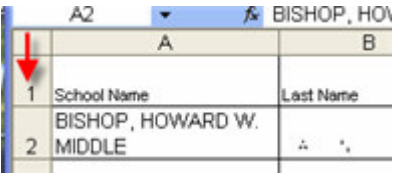
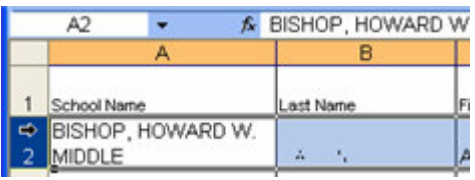
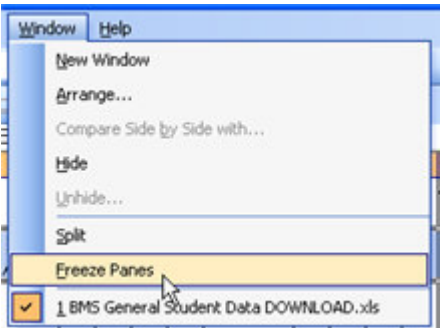


## FREEZING THE EXCEL WINDOW

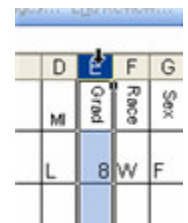
Freezing a window allows you to scroll through data while the title row (and/or column headings) remains in place.

**Freezing a row across the top...** this top row will display the column labels that identify the data.

1. Open the worksheet.	
2. Find the numbered row(s) that appear immediately above the first row of your actual data. Call this the title row.	
3. Move your cursor to the row number directly <b>BELOW</b> the title row(s). The cursor will turn into a little arrow pointing to the right. When it does, right-click your mouse to highlight the row.	
4. With the row highlighted, click on the word <b>Window</b> on the top menu bar. The drop-down list will have the command <b>Freeze Panes</b> . Click on the words. (You may have to delay several seconds for the entire menu to display if you have never used this feature before.)	
5. The title row will remain on the screen as you scroll and move through the worksheet.	
6. To turn off the option, go to Window again and click on Unfreeze Panes.	

**Freezing row labels...** for example, on a wide report, you can freeze the students' names so they are always displayed.)

Follow the same procedure as above, but in step 3, select the column immediately to the right of the column(s) you want to have remain on the screen.



To turn off the option, again go to the word **Window** on the menu bar and click on Unfreeze Panes.

### Freezing both row labels and column titles at the same time...

If you are going to freeze some columns **and** rows, select the cell immediately below the row(s) and to the right of the column(s) where the freeze is to occur. Proceed with the same steps above... title bar → window → freeze panes.

