

Freeze Rows and Columns

You can select a particular portion of a worksheet to stay static while you work on other parts of the sheet. This is accomplished through the Freeze Rows and Columns Function.

To Freeze a row or column:

- Click the **Freeze Panes** button on the **View** tab
- Either select a section to be frozen or click the defaults of top row or left column
- To unfreeze, click the **Freeze Panes** button
- Click **Unfreeze**

