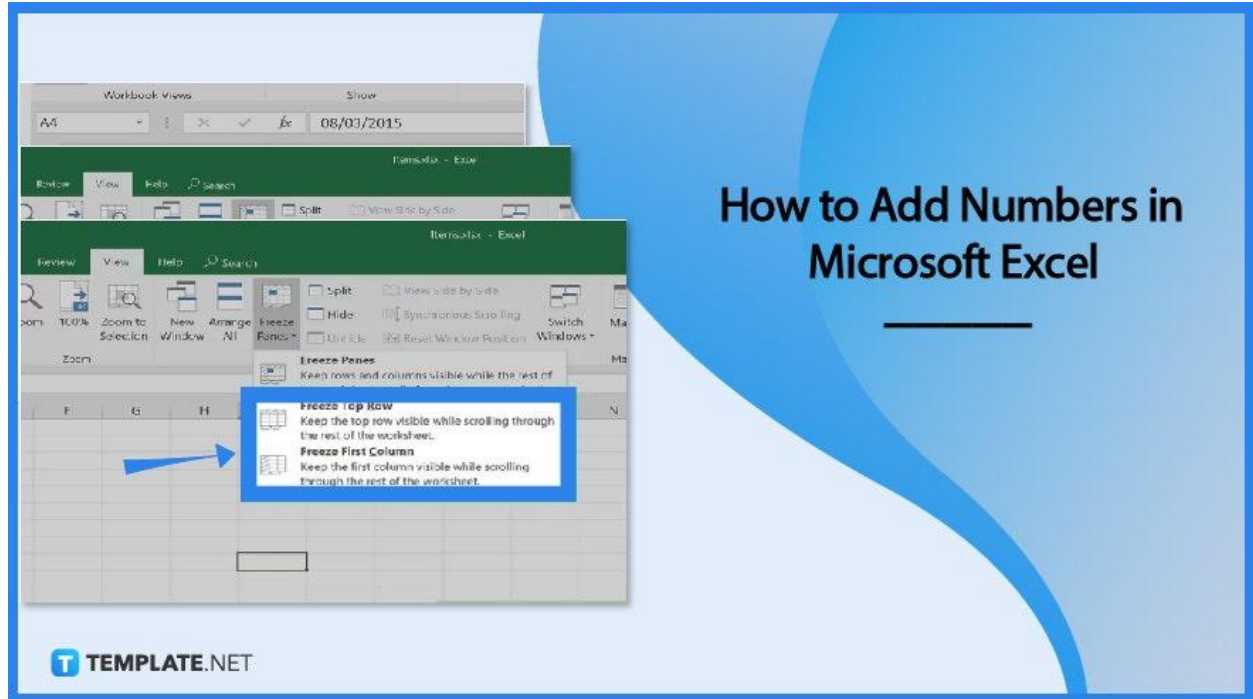


How to Freeze Cells in Microsoft Excel

Working with extensive spreadsheets in Microsoft Excel makes it easy to forget what each column or row in the spreadsheet represents, and scrolling back to the top or side to verify the headings is tiresome and can cause you to lose your place in the main dataset. The best solution to this is to freeze cells, which will ensure that the header information and other crucial data are always visible.

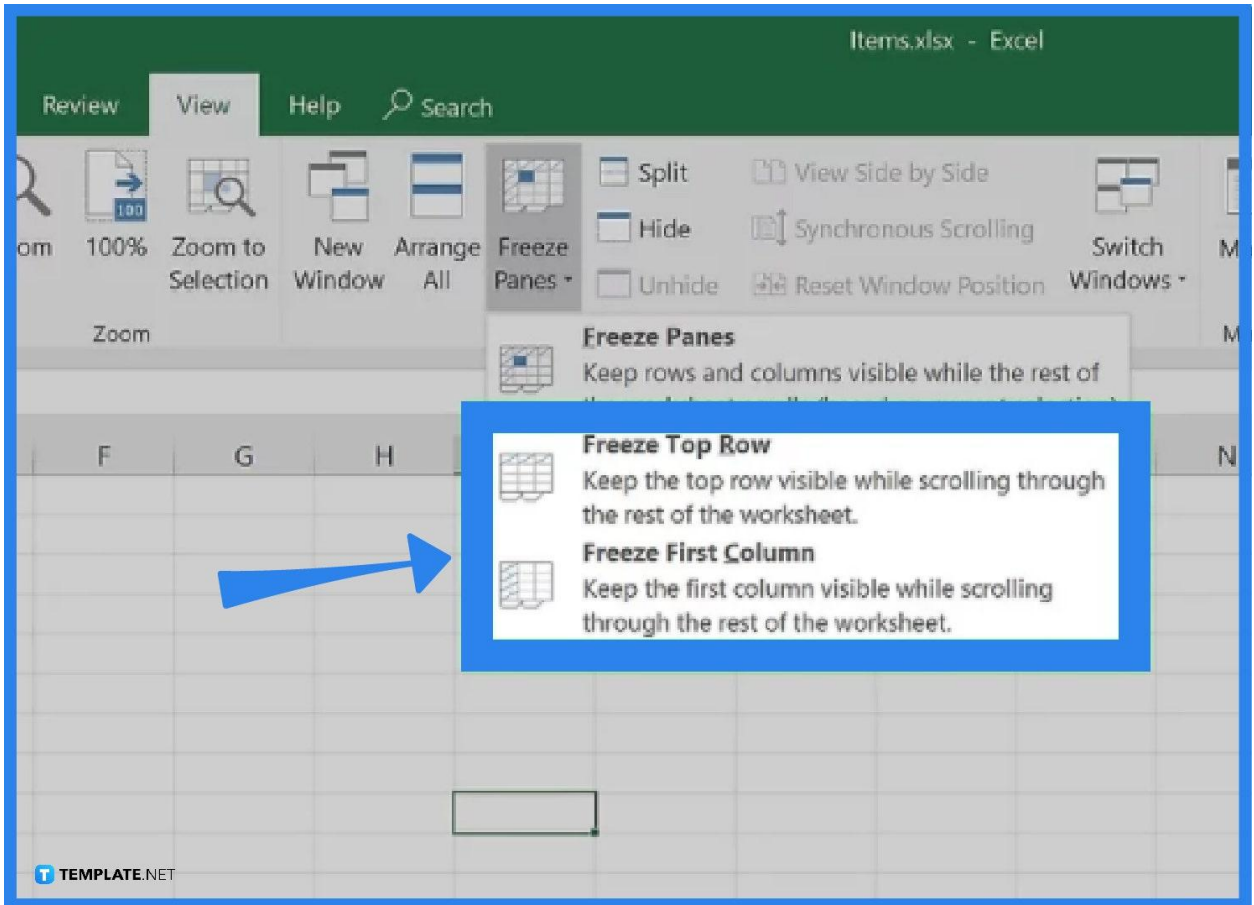


How to Freeze Cells in Microsoft Excel

Microsoft Excel can work with large amounts of data. So, to keep a section of a worksheet visible while scrolling to another section of the worksheet, you can freeze cells.

- **Step 1: Freeze the First Column or Row**

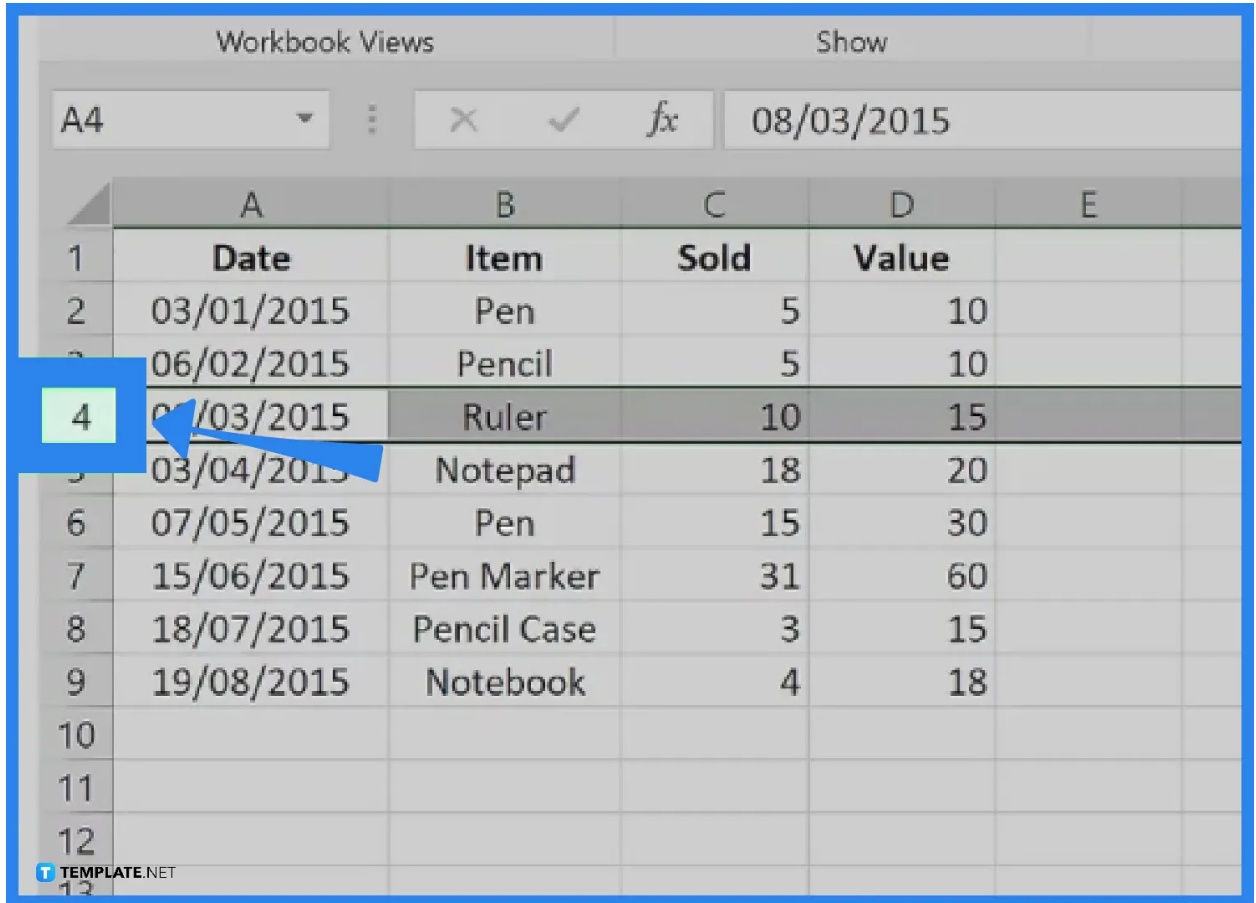
To freeze the first column or row, go to the View tab, and click on the Freeze Panes button. From there, you can choose to “Freeze Top Row” or “Freeze First Column”.



The faint line that appears between Column A and B indicates that the cell in the first column is frozen.

- **Step 3: Freeze Multiple Columns or Rows**

Select the entire row or column of those cells that you want to freeze. Go to the View tab. Then, click the Freeze Panes button and click the Freeze Panes option on the drop-down menu.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Date	Item	Sold	Value	
2	03/01/2015	Pen	5	10	
3	06/02/2015	Pencil	5	10	
4	09/03/2015	Ruler	10	15	
5	03/04/2015	Notepad	18	20	
6	07/05/2015	Pen	15	30	
7	15/06/2015	Pen Marker	31	60	
8	18/07/2015	Pencil Case	3	15	
9	19/08/2015	Notebook	4	18	
10					
11					
12					

The spreadsheet interface includes a formula bar showing '08/03/2015' and a 'Workbook Views' tab. A blue arrow points to row 4, which is highlighted in green.

FAQs

How do I unfreeze the rows and columns that are frozen in Microsoft Excel?

To unfreeze the frozen cells in Microsoft Excel, select the column or row that you want to unlock and simply go to the View tab located at the top of the ribbon menu. Under the View tab, click on Freeze Panes and a drop-down menu will appear. From there, choose Unfreeze Panes.

How do I freeze cells to lock the first row or column in Microsoft Excel for Mac?

To freeze cells to lock the first row or column in Microsoft Excel for Mac, just go to the View tab of the menu. Under the View tab, you can choose “Freeze Top Row” or “Freeze First Column”. If you wish to freeze the top row and the first column at the same time, click on cell B2. Then, go to the View tab and select Freeze Panes.

How do I freeze the cells of the top two rows in Microsoft Excel?

To freeze the cells of the top two rows in Microsoft Excel, you must first select the row directly under the rows you want to freeze, which in this case is the third row. After that, go to the View tab, and click on the Freeze Panes menu. Then, choose Freeze Panes from the options. Everything above the row you have selected will be frozen.

Why the need to freeze cells in Microsoft Excel?

When working with extensive data in Microsoft Excel, it would be inconvenient and tiresome to scroll back and forth in your spreadsheet. So, to give a solution to this pain, you can freeze cells instead. This way, you can visually monitor your data and keep an eye on the important cells.