

To Freeze and Unfreeze Panes

To keep titles in sight, divide or split the worksheet by freezing the titles in their own pane. The title pane is then locked in place as you scroll through the rest of the worksheet.

You freeze panes by making a selection in the worksheet and then clicking **Freeze Panes** on the **Window** menu.

As you scroll down the worksheet, the column titles in row 1 stay visible. They're frozen in a pane that's separated from the rest of the worksheet by a horizontal bar.



When you **freeze** panes, you select specific rows or columns that remain visible when scrolling in the worksheet. **(You could freeze panes to keep row and column labels visible as you scroll.)**

To lock rows, select the row below where you want the split to appear.

To lock columns, select the column to the right of where you want the split to appear.

To lock both rows and columns, click the cell below and to the right of where you want the split to appear.

1. On the **Window** menu, click **Split**.
2. To remove the split, click **Remove Split** on the **Window** menu.
3. On the **Window** menu, click **Freeze Panes**.
4. To unlock rows, click **Unfreeze Panes** on the **Window** menu.

To Unfreeze the titles, on the **Window** menu, click **Unfreeze Panes**.

For a quick way to split panes, point to the split box at the top of the vertical scroll bar or at the right end of the horizontal scroll bar.



When the pointer changes to a split pointer  or , drag the split box down or to the left to the position you want.

When you **split** panes, you'll be able to scroll in both areas of the worksheet, while rows or columns in the non-scrolled area remain visible.