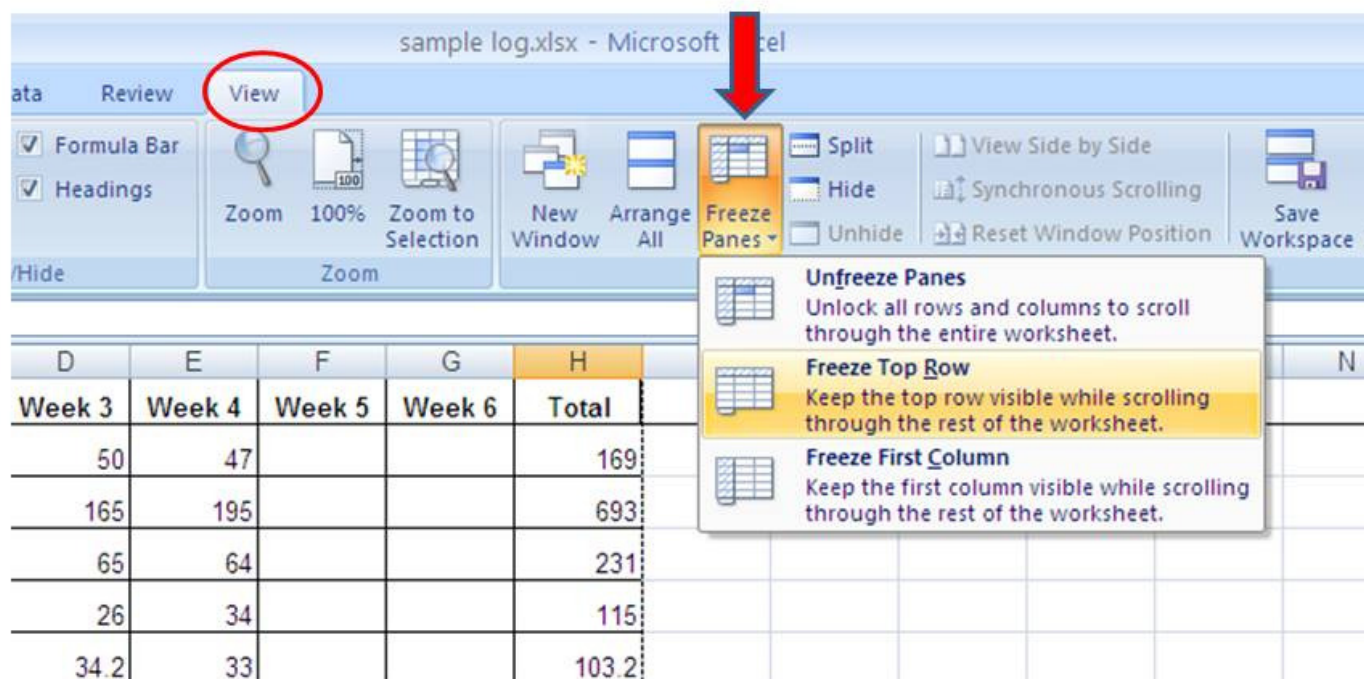


## Microsoft Excel 2007 - How to “Freeze Panes”

Let’s say you have a really long spreadsheet with multiple columns. You need to scroll and scroll through the document to see all the entries, but then you forget what data each column contains.

You can use “Freeze Panes” to keep the top row (your header row) visible while scrolling through the rest of the worksheet.

Click the View tab. Find the Window Group. Click Freeze Panes and then click what you want to “Freeze”.



The screenshot shows the Microsoft Excel 2007 interface. The title bar reads "sample log.xlsx - Microsoft Excel". The ribbon is set to the "View" tab, which is circled in red. A red arrow points to the "Freeze Panes" button in the Window group. The "Freeze Panes" dropdown menu is open, showing three options: "Unfreeze Panes", "Freeze Top Row", and "Freeze First Column". The "Freeze Top Row" option is highlighted in yellow. Below the ribbon, a portion of a spreadsheet is visible, showing columns D through H and rows 1 through 6. The data in the spreadsheet is as follows:

D	E	F	G	H	N
Week 3	Week 4	Week 5	Week 6	Total	
50	47			169	
165	195			693	
65	64			231	
26	34			115	
34.2	33			103.2	