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”.