

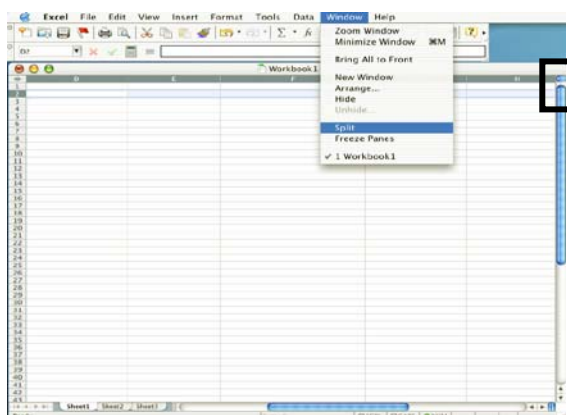
Freeze or Lock Rows and Columns

You can view two areas of a Microsoft Excel worksheet and lock rows or columns in one area by splitting or freezing panes. When you split panes, you will be able to scroll in both areas of the worksheet, while rows or columns in the non-scrolled area remain visible.

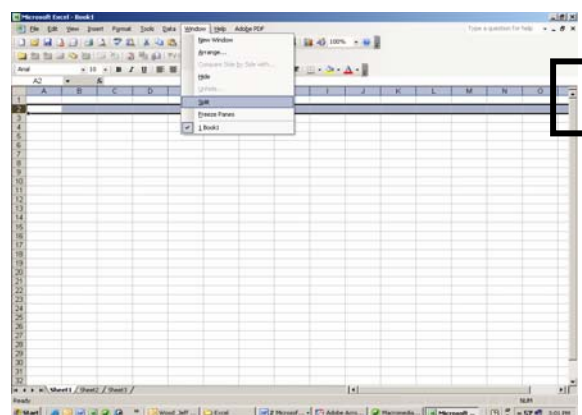
When you freeze panes, you select specific rows or columns that remain visible when scrolling in the worksheet. For example, you would freeze panes to keep row and column labels visible as you scroll.

I. Lock Rows Splitting Panes


1. To lock rows, select the row below the row you want the split to appear.
2. Click **Window** on the menu bar and select **Split**.





Mac User



PC User

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

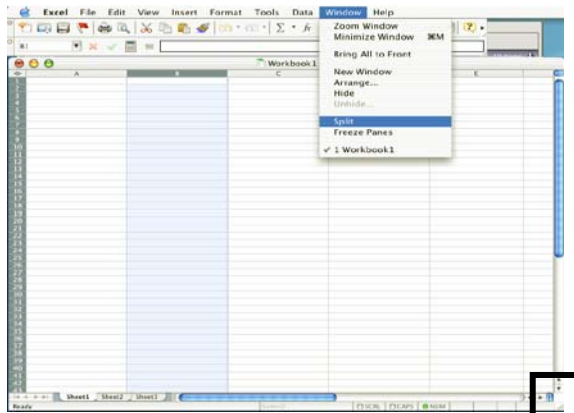
 Split box

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

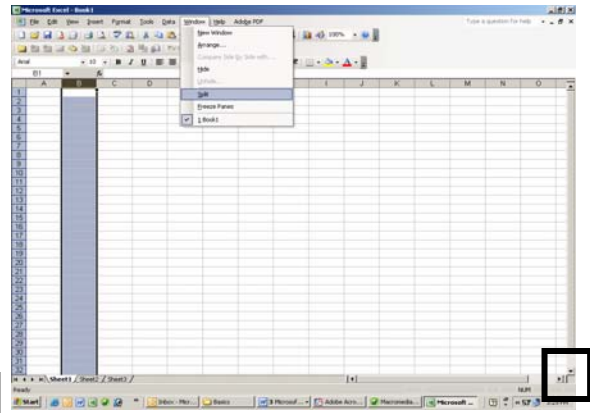
II. Lock Columns by Splitting Panes

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


2. Click **Window** on the menu bar and select **Split**.





Mac User



PC User

 *Tip*
For a quick way to split panes, point to the split box at the end of the vertical scroll bar.

 Split box

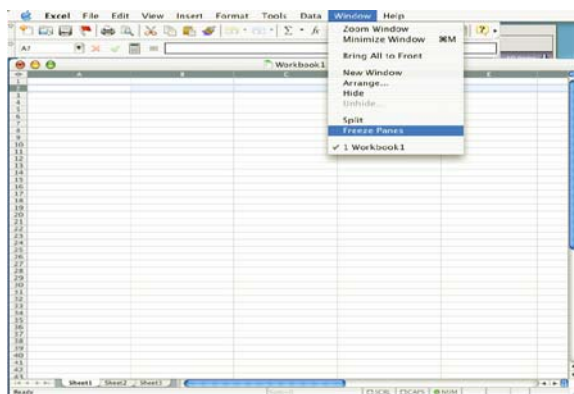
When the pointer changes to a split pointer  drag the split box to the left to the position you want.

III. To Remove the Split Pane

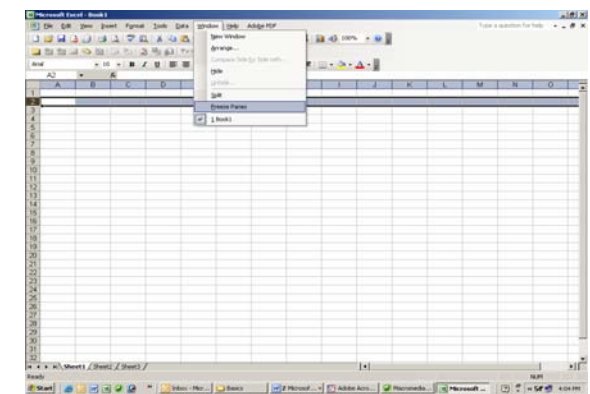
1. Click **Windows** on the menu bar and select **Remove Split**.

IV. Lock Rows by Freezing Panes

1. To lock rows, select the row below the row you want the split to appear.
2. Click **Windows** on the menu bar and select **Freeze Panes**.



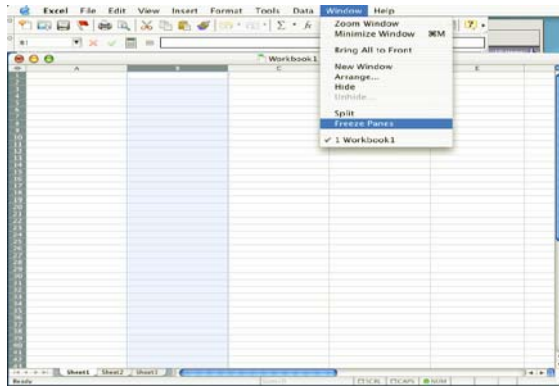
Mac User



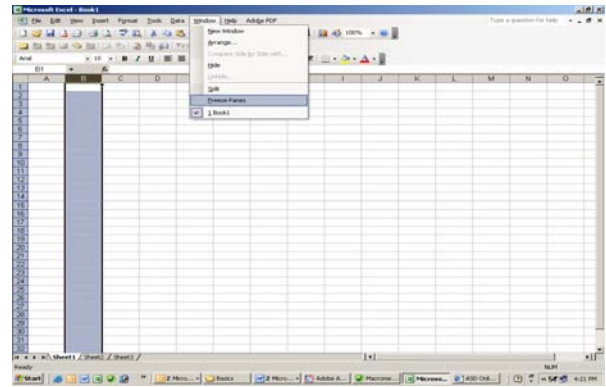
PC User

V. Lock Columns by Freezing Panes

1. To lock columns, select the column to the right of where you want the split to appear.
2. Click **Windows** on the menu bar and select **Freeze Panes**.



Mac User



PC User

VI. Lock Both Rows and Columns

1. Click the cell below and to the right of where you want the split to appear.
2. Click **Windows** on the menu bar and select **Freeze Panes**.

VII. Unlock Freeze Pane

1. Click **Windows** on the menu bar and select **Unfreeze Panes**.