

Freezing row and column titles

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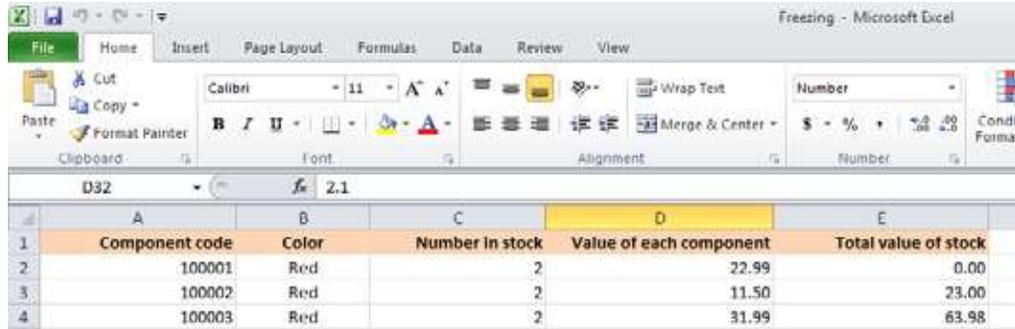
- Open a workbook called **Freezing**.

	A	B	C	D	E	F
1	Component code	Color	Number in stock	Value of each component	Total value of stock	
2	100001	Red	2	22.99	0.00	
3	100002	Red	2	11.50	23.00	
4	100003	Red	2	31.99	63.98	
5	100004	Red	2	22.87	45.74	
6	100005	Red	4	10.50	42.00	
7	100006	Red	6	11.00	66.00	
8	100007	Green	8	11.50	92.00	
9	100008	Green	9	12.00	108.00	

- Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.

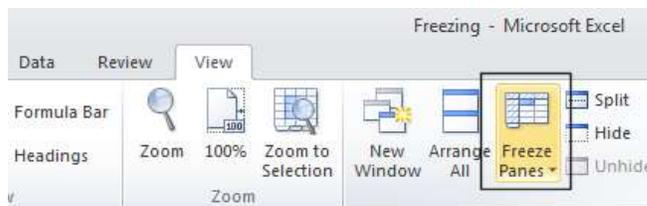
	A	B	C	D	E	F
10	100009	Green	6	12.50	75.00	
11	100010	Green	7	13.00	91.00	
12	100011	Green	4	13.50	54.00	
13	100012	Green	6	14.00	84.00	
14	100013	Green	2	14.50	29.00	
15	100014	Green	4	15.00	60.00	
16	100015	Green	7	15.50	108.50	

- Make sure that you can see the title row displayed, as illustrated.

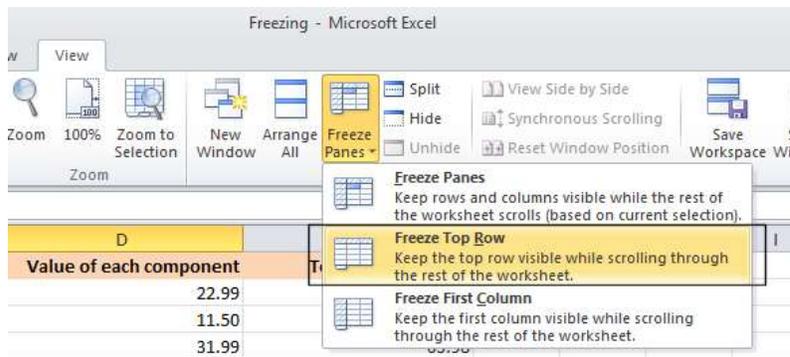


	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
2	100001	Red	2	22.99	0.00
3	100002	Red	2	11.50	23.00
4	100003	Red	2	31.99	63.98

- To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.



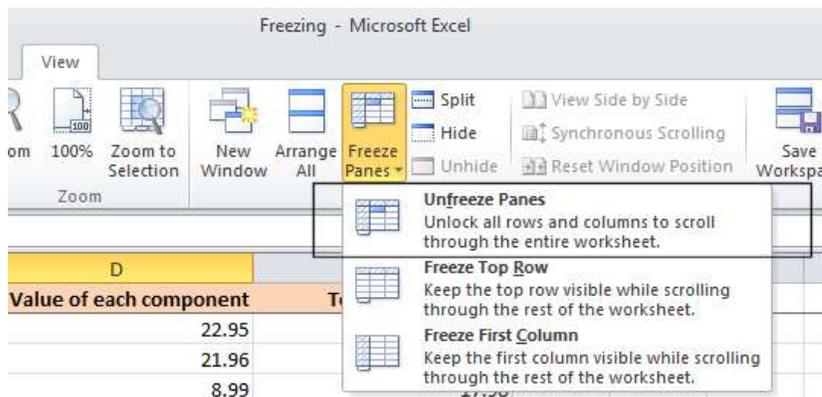
- From the drop down list displayed, click on the **Freeze Top Row** command.



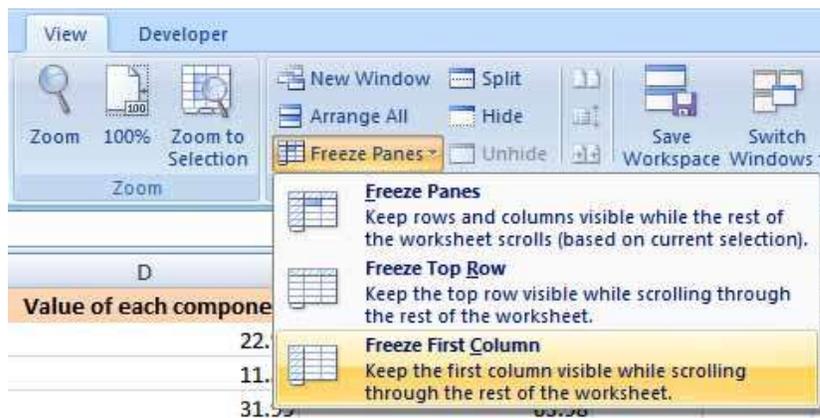
- Scroll down through the data. As you can see the top row stays visible at all times now.

	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
26	100025	Red	3	22.95	68.85
27	100026	Red	33	21.96	724.68
28	100027	Red	2	8.99	17.98
29	100028	Red	22	2.83	62.26
30	100029	Red	1	2.50	2.50
31	100030	Red	1	2.30	2.30

- To unfreeze the top row, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Unfreeze Panes** command.



TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.



- Save your changes and close the workbook.