

FREEZE

Freeze Top Row

Freeze top row is used to show the first row data to be scrolled top to bottom.

Click on the first row

View tab

Click Freeze panes

click Freeze top row

Now scroll your data in top to bottom your first row is visible while scrolling

Freeze First Column

Freeze First Column is used to show the first column data to be scrolled left to right.

Click on the first column

View tab

Click Freeze panes

Click Freeze first column

Now scroll your data in left to right your first column is visible while scrolling

Freeze Panes

Freeze Panes are used when row and column are to be shown while scrolling.

Click on the row that appears without it the First Row and First column.

View tab

Freeze Panes

Click Freeze Panes

Now scroll your data top to bottom or left to right your data are visible both row and column