

Tuesday TechTip:

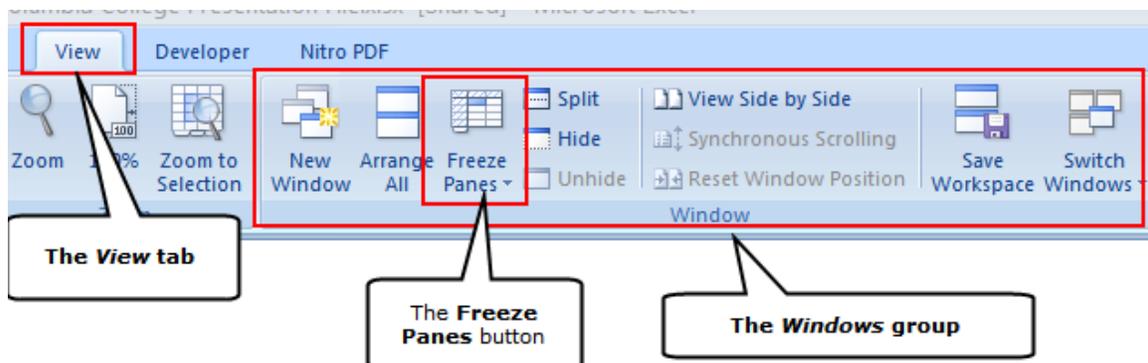
Where am I in this spreadsheet?

Working with large spreadsheets can get confusing when trying to type in and work with data in a cell distant from the main column or row headings. This can lead to data entry errors that can skew the overall totals for the data set. It can also be very irritating to scroll back and forth to find your position in the sheet. Luckily, Excel provides a simple process that can freeze your columns or rows in place so that you can easily orient yourself within the spreadsheet.

Freezing the Row Headings

The following process will freeze the first row while allowing you to scroll through the rest of the sheet.

1. Select the *View* tab on the *ribbon*.
2. Click on the **Freeze Panes** button in the *Window* group.



3. Choose the **Freeze Top Row** option button.
4. Now the top row of headings will stay in place and you can see the various rows for editing.

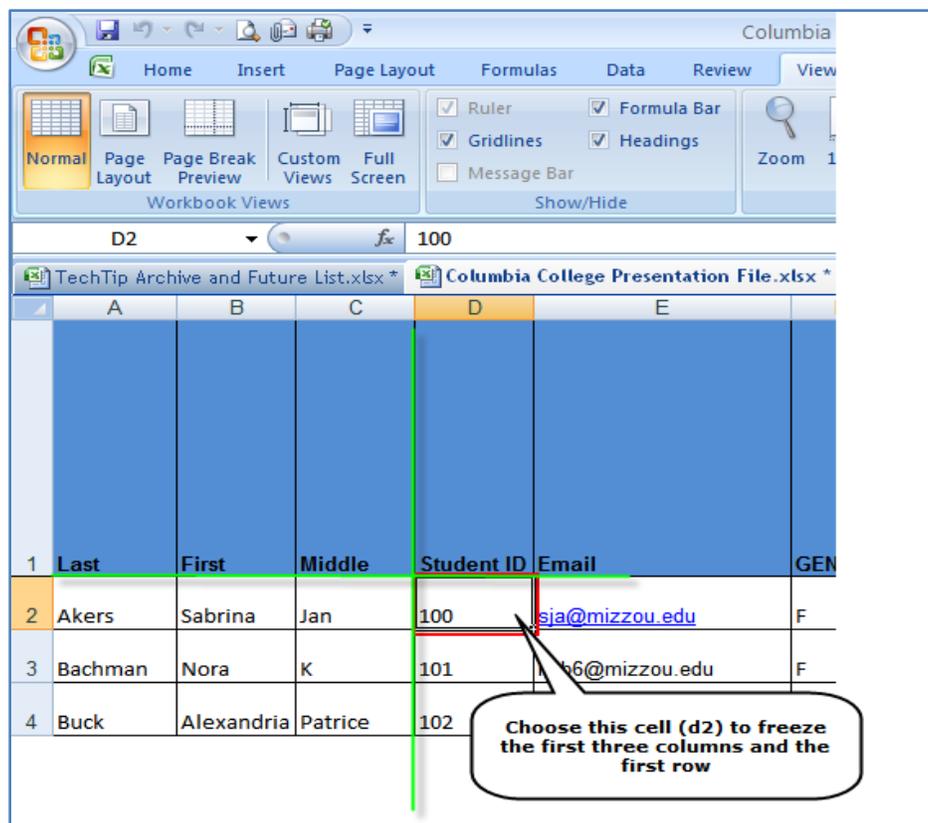
Freezing the First Column

1. Follow the first two steps listed above and choose the **Freeze First Column** option button.
2. Now the first column in the spreadsheet will stay in place and you can scroll through the various columns for editing.

Freeze Rows and Columns simultaneously

What if you have a really complicated spreadsheet and need to freeze both columns and rows? Furthermore, let's say I want to freeze multiple columns and rows. It is not as intuitive as one may think, but a simple process.

1. Choose a cell as the pivot point. You want to choose a cell immediately below the row you wish to freeze and immediately to the right of the column you wish to freeze. See the illustration below.



2. Select the *View* tab on the *ribbon*.

3. Click on the **Freeze Panes** button in the *Window* group.
4. Click on the **Freeze Panes** button in the drop down menu.

To unfreeze any selection, just click on the same button which will now be labeled as **Unfreeze Panes**.

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