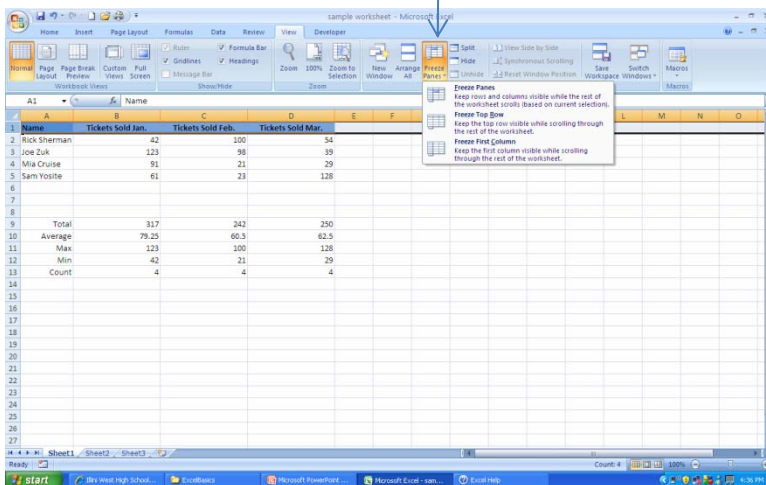


MS Excel - Freeze Panes

To keep an area of a worksheet stationary while you scroll to another part of the worksheet, you can freeze panes.

On the **View** tab, in the **Window** group, click the arrow below **Freeze Panes**.



MICROSOFT EXCEL 2007 BASIC TIP SHEET

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

Notice a solid black line is below row 1 to indicate that this row has been frozen. Row 2 is hidden. To show row 2, use the vertical scroll bar.

