



Hands on...

Freezing Panes

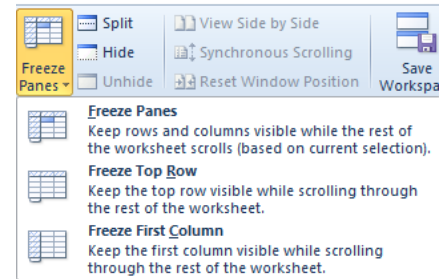
Freezing panes allows you to keep a portion of your worksheet static.

To freeze the **Top Row**, select the **View** tab, and in the **Window** group select **Freeze panes**, and then **Freeze Top Row**.

To freeze the **First Column**, select the **View** tab, and in the **Window** group select **Freeze panes**, and then **Freeze First Column**.

If you want to freeze more than one row, select the row below the rows you want to freeze, select the **View** tab, and in the **Window** group select **Freeze panes**, and then **Freeze Panes**.

If you want to freeze more than one column, select the column after the columns you want to freeze, select the **View** tab, and in the **Window** group select **Freeze panes**, and then **Freeze Panes**.



Frozen
Rows 1 & 2

	A	B	C	D	E	F	G	H	I	J
1	SALES LEDGER									
2	Name	ID	Q1	Q2	Q3	Total	Average	Highest	Lowest	Commission
45	Laura	S0043	\$15,900	\$22,700	\$17,600	\$56,200	\$18,733	\$22,700	\$15,900	\$1,124.00
46	Brian	S0044	\$25,000	\$34,000	\$21,000	\$80,000	\$26,667	\$34,000	\$21,000	\$1,600.00
47	Mary	S0045	\$24,110	\$54,812	\$15,200	\$94,122	\$31,374	\$54,812	\$15,200	\$1,882.44