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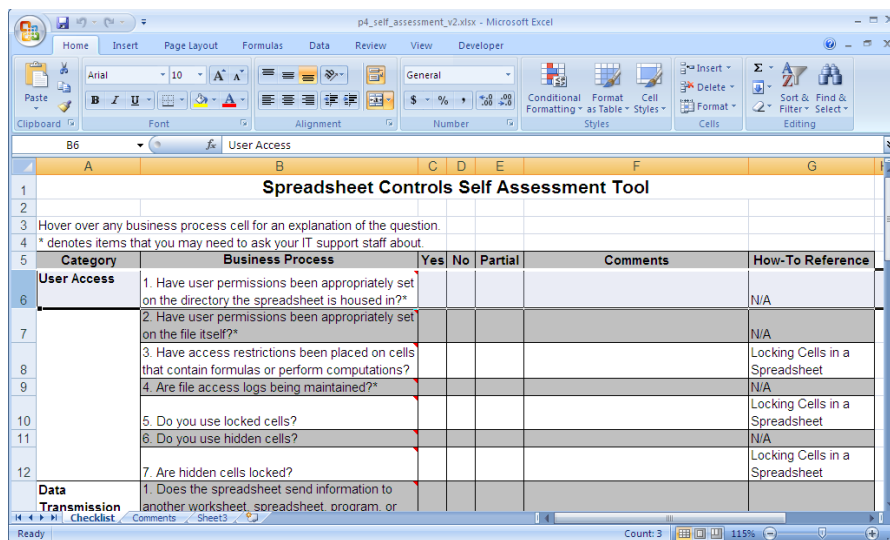
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Keeping Column Headings Visible

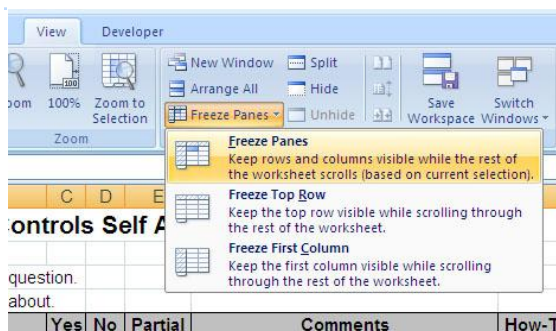
1. The command to do this is called Freeze Panes. It freezes a row or column and everything above (row) or to the left (column) of it. The first thing to do is decide what you want frozen.

NOTE: This example demonstrates freezing a couple of rows. The process for freezing columns is the same. Any time “under” or “below” are used in the example, replace it with “to the right of” for performing a freeze on columns. Also, any reference to the numbers on the left should be replaced by the letters at the top. You can also freeze rows and columns simultaneously by selecting both and proceeding with the instructions.

2. Once you have decided, select the row **immediately below** the one you wish to freeze. Do this by clicking its number on the left hand side. The row you selected will now be highlighted across the entire page.



3. On the View tab, in the Window group, click Freeze Panes. You now have three options. Click **Freeze Panes** to freeze the rows above the row you selected. Select **Freeze Top Row** to freeze row 1 only. Select **Freeze First Column** to freeze column A only.

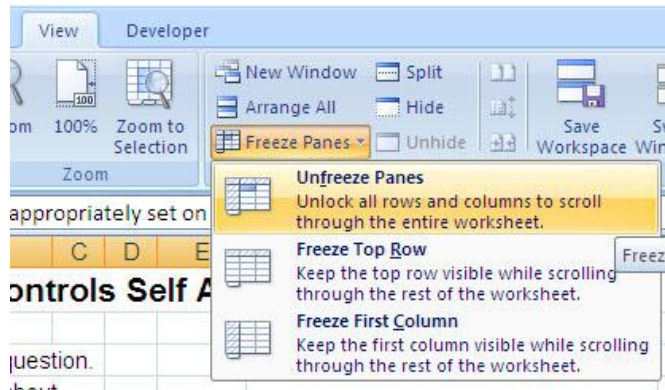




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4. When you scroll down now, everything above the selected row will stay in place. To unfreeze your cells at any point click on the View tab, go to the Window group, click Freeze Panes, and select Unfreeze Panes.



5. Once you're finished be sure to save your work.