

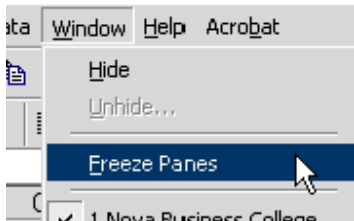
## MS Excel Freeze Panes

### Freeze Panes

Freezing worksheet titles is a handy technique for viewing large worksheets that stretch out farther than the window. In MS Excel, freezing the column titles in their place gives the user the flexibility to see addition information.

#### Freeze a worksheet title:

1. Click below the column heading to be frozen or click to the right of the row title to be frozen.
2. Click the Window menu.
3. Select Freeze Panes.



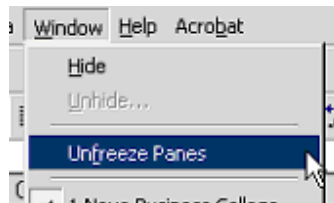
The titles will remain frozen until they are unfrozen.

4		Classroom	Equipment/	
5	Class/Location	Rental	Administration	
13	Dania Beach	\$ 300.00	\$ 110.00	\$
14				
15	<b>Management Skills</b>			
16	Davie	\$ 225.00	\$ 10.00	\$
17	North Miami Beach	\$ 300.00	\$ 10.00	\$
18	East Campus - Fort Lauderdale	\$ 125.00	\$ 10.00	\$
19	Orlando	\$ 545.00	\$ 10.00	\$
20	Tampa	\$ 225.00	\$ 10.00	\$

This dark line indicates the area of data that is frozen on this worksheet. Everything above that line will remain stationary.

#### Unfreeze a worksheet title:

1. Click the cell that was used previously to freeze panes.
2. Click the Window menu.
3. Select Unfreeze Panes.



The window will return to normal.

For more tips please try our website: [www.lwsdirect.com](http://www.lwsdirect.com)