
Freezing Panes

- 1 From the View menu, verify you're using Normal.
- 2 Click the row number just below the area you'd like to freeze. The whole row should highlight.

	A	B	
2	Proposal Section #	Proposal Section Title	RFI
3	Volume I	Technical	PG 1
	1.0	Table of Contents (Volume I)	

- 3 Click the cell on that highlighted row to the right of the columns you would like to freeze.
- 4 From the Window menu, select Freeze Panes.
- 5 For example, if you click cell C2 on the spreadsheet below, you will freeze the First and Last columns as well as the top row with the column headings. This area is outlined in red.

If you scroll to the right to see more information, these columns remain locked as shown below by the blue shading. Columns D through F have scrolled off, but not columns A and B that are frozen.