

## Using the Freeze Panes Function in Excel

Freezing panes allows you to move through a larger worksheet while keeping your reference cells in view.

**Step 1:** Select the Freeze Panes icon under the “View” tab.

A drop-down will appear with three options.



	F
40	Animo Jackie Robinson
73	Animo Jackie Robinson
76	Animo Jackie Robinson

**Step 2a:** “Freeze Top Row” will freeze the top row in the current viewing range of the worksheet.

**Step 2b:** “Freeze First Column” will freeze the first column in the current viewing range of the worksheet.

	F	N
	Animo Jackie Robinson	5
	Animo Jackie Robinson	
	Animo Jackie Robinson	5

	F	U
1	School Name	[B2 Algebra 1] Standard AI.3.0 Score
360	Animo Jackie Robinson	
363	Animo Jackie Robinson	2

**Step 2c:** “Freeze Panes” will freeze whatever rows and/or columns you have previously selected. A black line will separate the rows/columns that have been frozen.

**Step 3:** To unfreeze panes, select the “Freeze Panes” icon under the View tab, and select the “Unfreeze Panes” option in the drop-down.

