

Freeze Panes

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Wouldn't it be nice if you could cause the first line of your Excel documents to stay in place as you scroll through your data? When you're on line 245, how can you tell if the number you're looking at is the primary phone number or the cell number if you can't see your column titles?

There is a way to "freeze" that top row or first column so that they stay visible as you scroll through your data (you can actually do this with as many rows or columns as you like).

It's the "Freeze Panes" command. And it's really simple.

Open whichever version of Excel that you are using. Click on the "Help" button and type in "freeze panes." Follow instructions. Just remember to highlight the row BELOW what you want to save, or AFTER the column you wish to freeze. Don't forget to save your work!