

Topic 17:- **Freeze Panel**

Freezing panes in Excel allows you to keep specific rows or columns visible while scrolling through a large worksheet. This is particularly useful when you have headers or labels at the top or left side of your worksheet that you want to remain visible as you navigate through your data. Here's how to freeze panes in Excel:

Freezing the Top Row:

1. Select the row below the row you want to freeze. In other words, if you want to freeze the top row, select the second row.
2. Go to the "View" tab on the Excel ribbon.
3. In the "Window" group, click on "Freeze Panes."
4. Select "Freeze Top Row."

The top row will now be frozen, and you can scroll down through your worksheet while keeping the top row visible.

Freezing the First Column:

1. Select the column to the right of the column you want to freeze. For example, if you want to freeze the first column, select the second column.
2. Go to the "View" tab on the Excel ribbon.
3. In the "Window" group, click on "Freeze Panes."
4. Select "Freeze First Column."

The first column will now be frozen, and you can scroll horizontally through your worksheet while keeping the first column visible.

Freezing Both Rows and Columns:

If you want to freeze both the top row and the first column, you'll need to follow a two-step process:

1. First, select the cell that is immediately below the row you want to freeze and to the right of the column you want to freeze. For example, if you want to freeze the top row and the first column, select the cell in the second row and second column.
2. Go to the "View" tab on the Excel ribbon.
3. In the "Window" group, click on "Freeze Panes."

4. Select "Freeze Panes."

Both the top row and the first column will now be frozen, creating a split in your worksheet. You can scroll both vertically and horizontally while keeping the top row and first column visible.

Unfreezing Panes:

To unfreeze panes and return to a normal scrolling mode, go to the "View" tab, click on "Freeze Panes" again, and select "Unfreeze Panes."

Freezing panes is a convenient feature in Excel for working with large datasets, as it helps keep important information in view at all times, making it easier to navigate and analyze your data.