Freeze Panes in Microsoft Excel 2007

1. Open the spreadsheet you want to work in

2. Click the **View** tab

3. Click the **Freeze Panes** button

4. Select the appropriate freeze setting for your needs
   
   a. **Freeze Panes** – Will freeze any rows above and any columns to the left of the current selected cell
   b. **Freeze Top Row** – Will freeze the top row of the spreadsheet
   c. **Freeze First Column** – Will freeze the first column of the spreadsheet

5. To unfreeze your spreadsheet, click **Freeze Panes > Unfreeze Panes**