Freeze Panes in Microsoft Excel 2010

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