Quick Notes: Freeze Panes in Excel

1. Click the View tab
2. Click the Freeze Panes button
3. 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
4. To unfreeze your spreadsheet, click the Freeze Panes button.
5. Select Unfreeze Panes