



FREEZING PANES

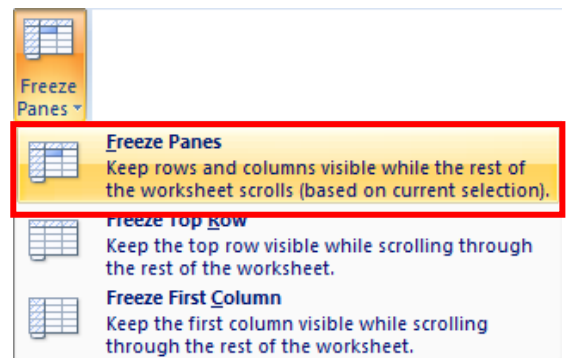
If a spread sheet is quite long, say about 30 rows, it is handy to keep the titles of each column at the top of the screen so that the column heading is displayed when new records are added at the bottom of the list. Similarly, if a spread sheet has a large number of columns, it is handy to keep some of the columns in view as the cursor is moved to the right.

- Open the file

Place the cursor in a cell and select the **Freeze Panes** tool from the **View/Window** tab.

Choose to **Freeze Panes**

Any rows above the selected cell and columns to the left of the selected cell will now stay on the screen when you add new records



	A	B	C	D	H	I	J	K	L	M	N	
1	Title	Initial	First	last	Job Title	Add1	Add2	Town	County	Post code	Tel No	SAI
9	Miss	N	Nancy	Hill	Clerk	10 Bridston Place	Jesmond	Newcastle upon Tyne	Tyne & Wear	NE30 2DC	2293616	
10	Mr	A	Alan	Hudd	Supervisor	Byron House	Byron Street	Newcastle upon Tyne	Tyne & Wear	NE99 1LH	233 1001	
11	Mr	J	John	Johnson	Clerk	10 Ashfield Terrace		Chester-le-Street	County Durham	CA5 6AG	3882796	
12	Mr	M	Mike	Kyle	Designer	Dy					0228 76631	
13	Mr	G	George	Lilley	Salesperson	Ke				NE99 1LH	697342915	
14	Mr	J	Jan	Perez	Technician	5th				NE99 1LH	091 2610996	
15	Mr	B	Bryan	Potts	Secretary	3 V				NE2 2DR	091 4772277	
16	Miss	S	Shirley	Ransome	Salesperson	Oa					4164003	
17	Ms	M	Mary	Smith	Engineer	Ba				DH1 2XQ	2321313	
18	Mr	A	Andy	Venable	Engineer	25				NE2 2DR	2814466	
19	Ms	L	Lydia	Vernon	Supervisor	19				NE2 2DR	4950066	
20	Mr	L	Lance	Wood	Technician	276 High Street west		Sunderland	Tyne & Wear	NE2 2KI	5141636	
21			Jane	Wilson	Receptionist	23 Station Rd	Forest Gate	Durham	Tyne & Wear		0191 2457895	
22												

As cell E2 was selected before activating the freeze panes tool the top row and first 4 columns of the sheet will remain on screen as you move through the cells



To cancel this command select the same tab option and choose **unfreeze panes**. (the tab option toggles between freeze and unfreeze).