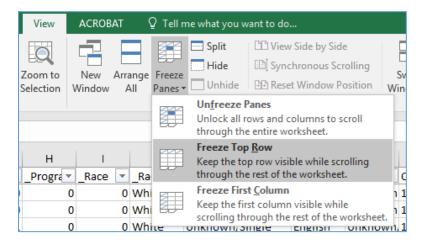


Desk Reference for Using DAISEY Data Freeze Panes

Freeze Panes allows you to scroll through your data while keeping certain rows and/or columns visible. For example, you might want to keep question headings at the top of the sheet when you are scrolling through rows of data, or you might want keep client names or IDs on the left while you scroll through several columns.

Freeze Top Row: Holds the top row while scrolling up and down through data

1. Click on the "View" tab, click on the "Freeze Panes" button, and select "Freeze Top Row" from the options.



2. Now you should be able to scroll up and down using your mouse or the vertical scroll bar while the top row stays visible.

Freeze Panes: Holds rows and columns steady while scrolling through data

1. Activate the cell that is directly to the right of the column(s) you want to freeze and directly below the row(s) you want to freeze.

F	ile	le Home Insert			F	Page Layout	Formula	as Data	Revi	ew
From From From Access Web Get E			From Otl Sources	Ŧ	Existing Connections	Query	Ref			
B2	B2 • : × v				~	f _* Smith				
	A			В		с		[)	
1	Alte	ernate	ID 🔻	County	•	_Enrollment	Date 💌	Date of Bir	th	-
2	2 113-1			Smith		12	/7/2015	10/10/1999		
3	165-1			Smith		9	/5/2017	10/10/1999		
4	4 121-1			Franklin		8/	23/2015	1/1/1995		
5	5 141-1			Franklin		5/	30/2016	9/1/1996		
6	6 123-1			Franklin		5/22/2016		3/1/1995		

2. Click on the "View" tab, click on the "Freeze Panes" button, and select "Freeze Panes" from the options.

ta	Review	View	ACROBAT	Q.	Tell m	ie what you w	vant to do		
(z	Com 100%	Zoom to Selection			reeze ines •	Split Hide	Usew Side by Side Synchronous Scrolling Reset Window Position	Switch Windows	
Zoom						<u>Ereeze Panes</u> Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).			
-	E Ethnic 💌	F _Progra ▼	G Race 💌	H Race			• <u>R</u> ow p row visible while scrolling t he worksheet.	hrough	
0	0	0		Vhite 🛛	<u>a</u>	Freeze Firs	-	ng	
0	0	0	0 V	Vhite 🖁		Keep the first column visible while scrolling through the rest of the worksheet.			
0	1	0	0 V	Vhite					

3. Now you should be able to scroll up and down using your mouse or the vertical scroll bar while the top row(s) stay visible and you should also be able to scroll left and right using the horizontal scroll bar while the column(s) on the left stay visible.

Unfreeze Panes

1. Click on the "View" tab, click on the "Freeze Panes" button, and select "Unfreeze Panes" from the options.

