



DAISEY Technical Assistance Brief

Excel Desk Reference – Using Freeze Panes

Purpose of this brief

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.

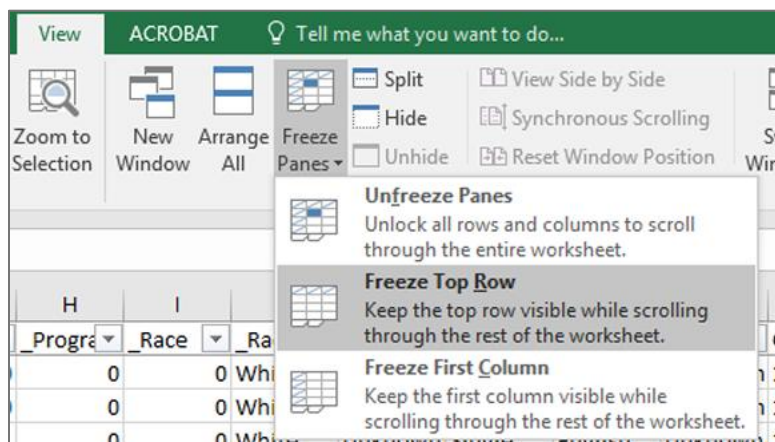
Using Freeze Panes

In the Excel document, select the View tab at the top of the document to begin.

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

Click on the **View** tab, click on the **Freeze Panes** button, and select **Freeze Top Row** from the options (Figure 1).

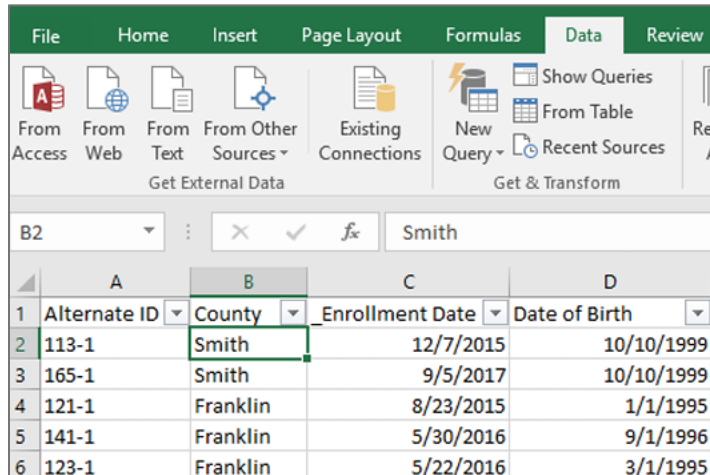
Figure 1: Example screenshot of **Freeze Panes** dropdown menu



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

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 (Figure 2).

Figure 2: Example screenshot of selected cell within Excel document

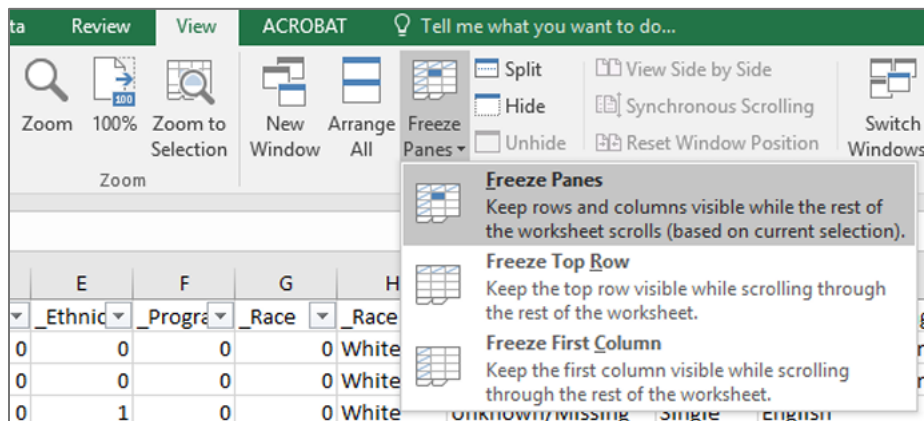


The screenshot shows the Microsoft Excel interface with the 'Data' tab selected on the ribbon. The ribbon includes options for 'Get External Data' (From Access, From Web, From Text, From Other Sources, Existing Connections) and 'Get & Transform' (New Query, Show Queries, From Table, Recent Sources). The active cell is B2, which contains the text 'Smith'. Below the ribbon is a table with the following data:

	A	B	C	D
1	Alternate ID	County	Enrollment Date	Date of Birth
2	113-1	Smith	12/7/2015	10/10/1999
3	165-1	Smith	9/5/2017	10/10/1999
4	121-1	Franklin	8/23/2015	1/1/1995
5	141-1	Franklin	5/30/2016	9/1/1996
6	123-1	Franklin	5/22/2016	3/1/1995

Click on the **View** tab, click on the **Freeze Panes** button, and select **Freeze Panes** from the options (Figure 3).

Figure 3: Example screenshot of **Freeze Panes** menu, with **Freeze Panes** option selected

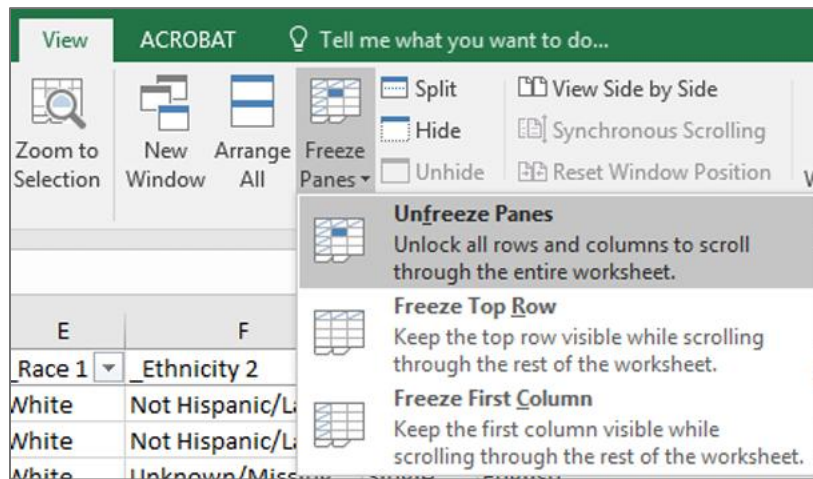


Now you should be able to scroll up and down using your mouse or the vertical scroll bar while the top row(s) stay visible and you should also be able to scroll left and right using the horizontal scroll bar while the column(s) on the left stay visible.

Unfreeze Panes

Click on the “View” tab, click on the “Freeze Panes” button, and select “Unfreeze Panes” from the options (Figure 4).

Figure 4: Example screenshot of **Freeze Panes** menu, with **Unfreeze Panes** option selected



<https://daiseysolutions.org>

Direct questions to the DAISEY help desk: daiseyadmin@ku.edu