Freeze Panes

In Excel 2013, you may have header rows or columns on the spreadsheet that you want to see as you scroll through the spreadsheet. Excel lets you freeze the top row or the first column so that they remain visible as you move through the spreadsheet.

1. Select the View tab.

2. Select Freeze Panes.

3. Select Freeze Top Row or Freeze First Column.

4. To unfreeze the row or column, select Freeze Panes then Unfreeze Panes.