

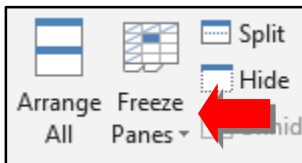
Freeze Panes

In Excel 2016, 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.

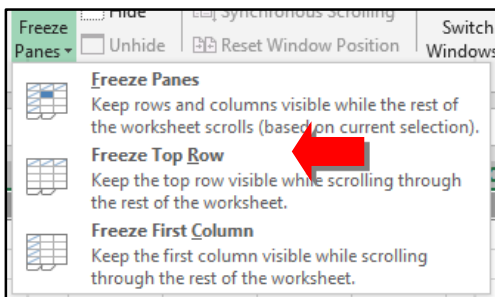
1. Select the **View** tab.



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**.

