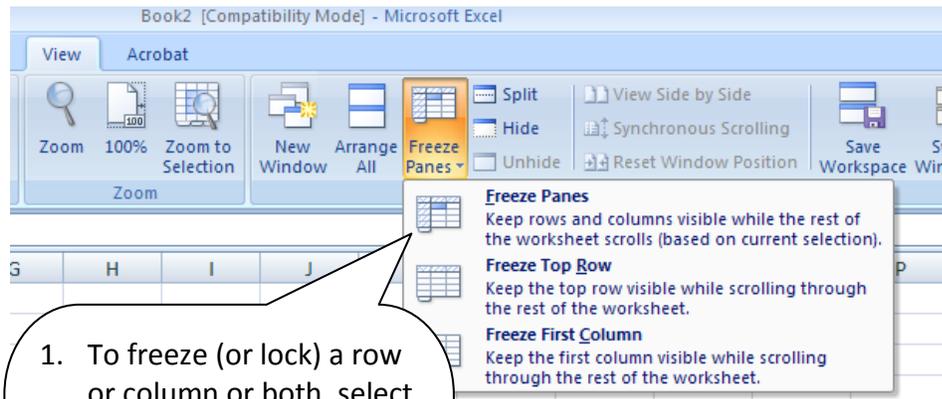# How do I freeze a column or row?

When entering information or just for visual checking it may be useful to hold a row or column or both so that the information in them is visible when scrolling across or down a spreadsheet.

1. To freeze (or lock) a row or column or both, select the cell below and to the right of where you want the split to appear.

2. On the VIEW Tab, click FREEZE PANES.

3. To unlock rows, click UNFREEZE PANES on the VIEW Tab.