

MICROSOFT EXCEL



Freeze Panes and View Options

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Introduction

- Whenever you're working with a lot of data, it can be difficult to **compare** information in your workbook. Fortunately, Excel includes several tools that make it easier to view content from different parts of your workbook at the same time, including the ability to **freeze panes** and **split** your worksheet.

Freezing rows

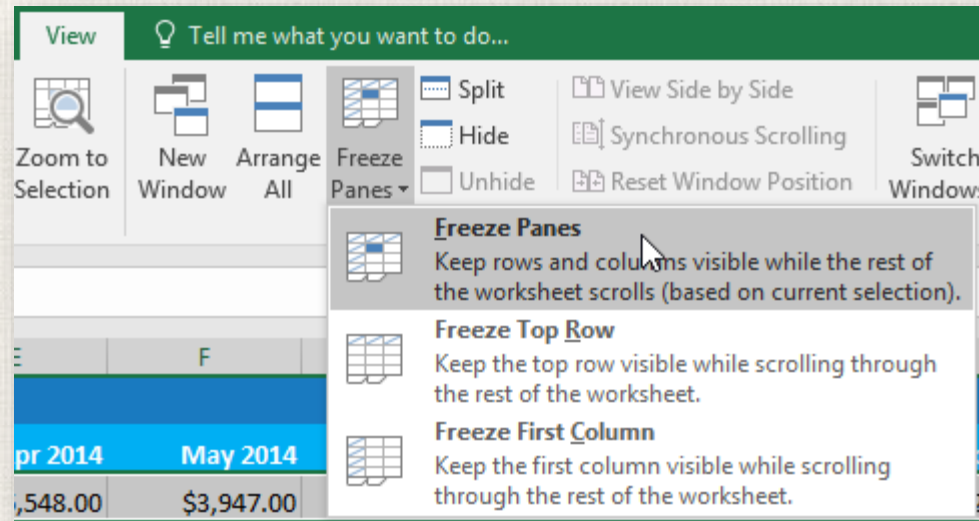
You may want to see certain rows or columns all the time in your worksheet, especially **header cells**. By **freezing** rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

1. Select the **row** below the row(s) you want to **freeze**. In our example, we want to freeze rows **1** and **2**, so we'll select row **3**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

Freezing rows

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



Freezing rows

3. The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we've scrolled down to row **18**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00

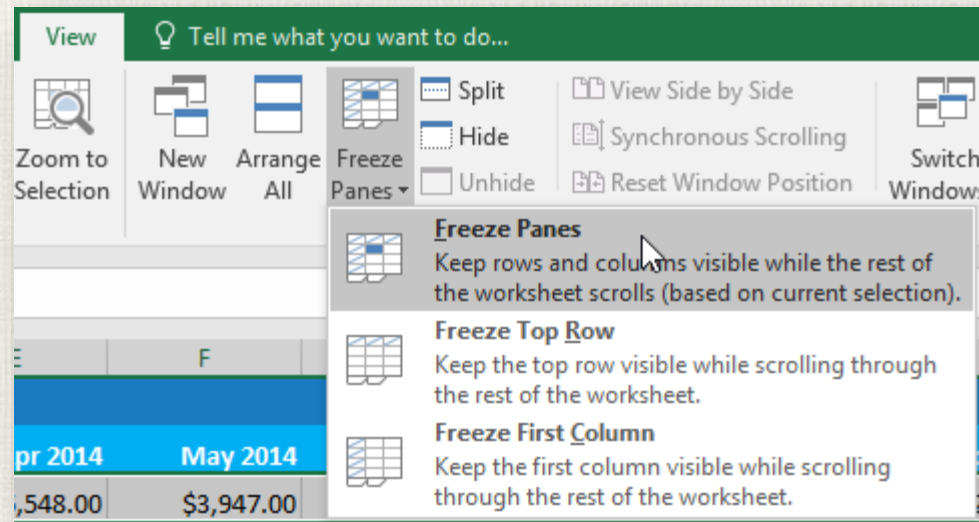
Freezing columns

1. Select the **column** to the right of the column(s) you want to **freeze**. In our example, we want to freeze **column A**, so we'll select column **B**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

Freezing columns

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



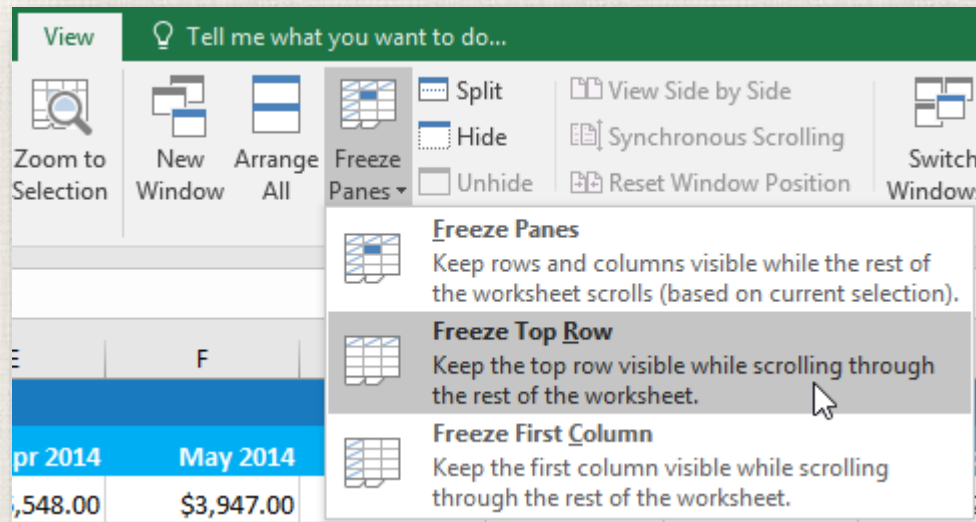
Freezing columns

3. The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

	A	E	F	G	H	I
1	2014-2015 Sal					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00

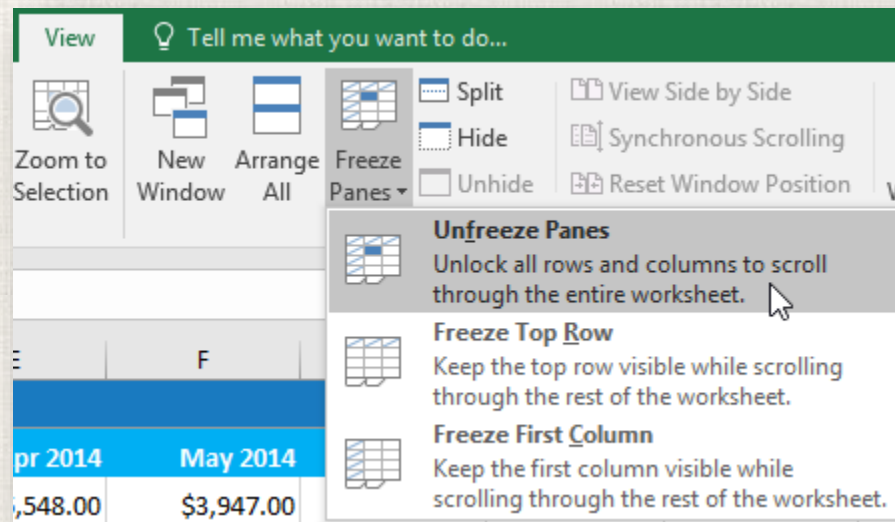
Freezing columns

- If you only need to freeze the **top row** (row 1) or **first column** (column A) in the worksheet, you can simply select **Freeze Top Row** or **Freeze First Column** from the drop-down menu.



Unfreeze panes

- If you want to select a different view option, you may first need to reset the spreadsheet by unfreezing panes. To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



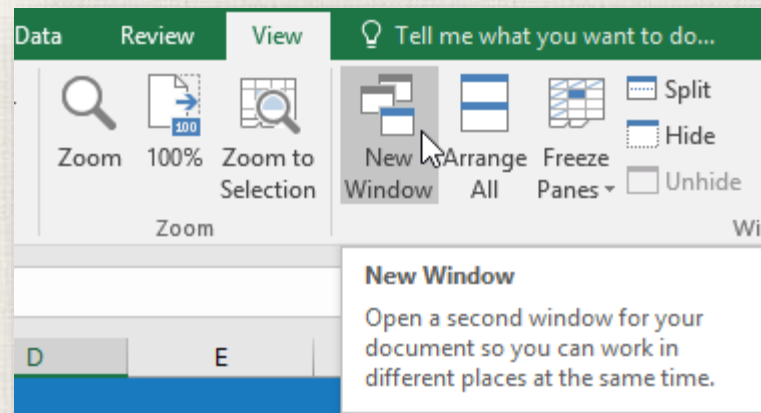
View Options

- If your workbook contains a lot of content, it can sometimes be difficult to compare different sections. Excel includes additional options to make your workbooks easier to view and compare. For example, you can choose to **open a new window** for your workbook or **split a worksheet** into separate panes.

Opening a new window for the current workbook

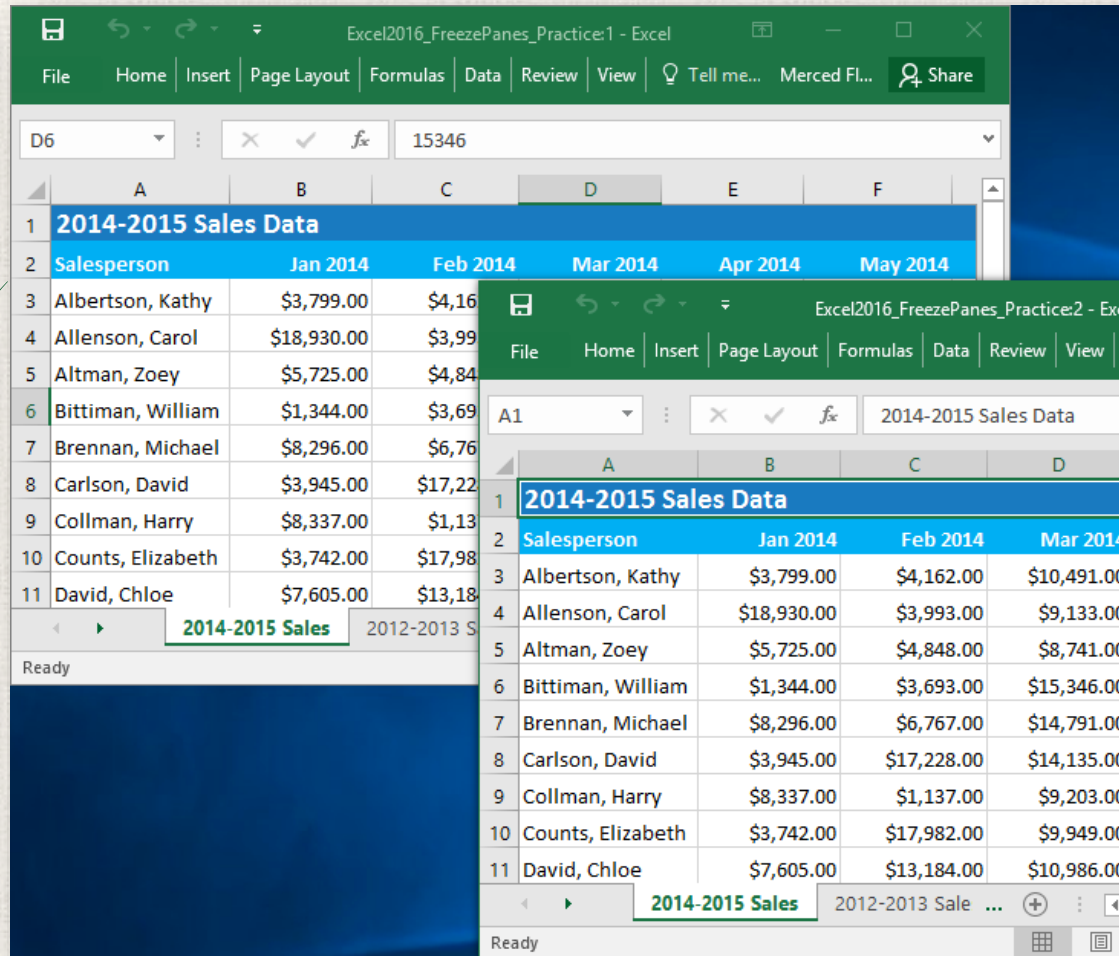
Excel allows you to open **multiple windows** for a single workbook at the same time. In our example, we'll use this feature to compare two different **worksheets** from the same workbook.

1. Click the **View** tab on the **Ribbon**, then select the **New Window** command.



Opening a new window for the current workbook

2. A **new window** for the workbook will appear.



Opening a new window for the current workbook

3. You can now compare different worksheets from the same workbook across windows. In our example, we'll select the **2013 Sales Detailed View** worksheet to compare **2012** and **2013** sales.

The screenshot shows two Excel windows side-by-side. The left window, titled 'Excel2016_FreezePanes_Practice:1 - Excel', displays the '2014-2015 Sales Data' worksheet. The right window, titled 'Excel2016_FreezePanes_Practice:2 - Excel', displays the '2012-2013 Sales Data' worksheet. Both worksheets show a list of salespersons and their sales for various months.

2014-2015 Sales Data

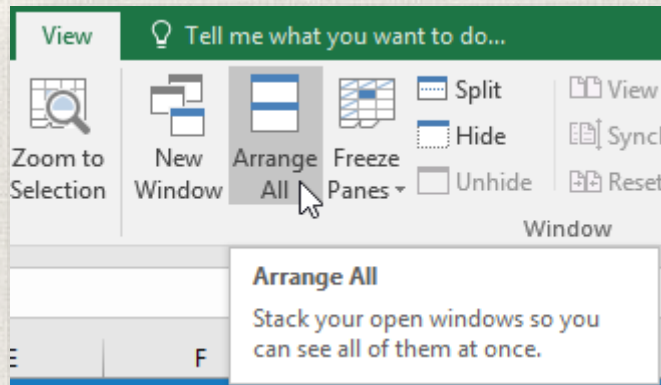
Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
Albertson, Kathy	\$3,799.00	\$4,160.00			
Allenson, Carol	\$18,930.00	\$3,990.00			
Altman, Zoey	\$5,725.00	\$4,840.00			
Bittiman, William	\$1,344.00	\$3,690.00			
Brennan, Michael	\$8,296.00	\$6,760.00			
Carlson, David	\$3,945.00	\$17,220.00			
Collman, Harry	\$8,337.00	\$1,130.00			
Counts, Elizabeth	\$3,742.00	\$17,980.00			
David, Chloe	\$7,605.00	\$13,180.00			

2012-2013 Sales Data

Salesperson	Jan 2012	Feb 2012	Mar 2012
Albertson, Kathy	\$5,076.00	\$12,037.00	\$2,366.00
Allenson, Carol	\$12,148.00	\$5,301.00	\$10,194.00
Altman, Zoey	\$6,684.00	\$948.00	\$6,918.00
Bittiman, William	\$14,808.00	\$4,299.00	\$9,439.00
Brennan, Michael	\$14,374.00	\$16,041.00	\$16,485.00
Carlson, David	\$8,404.00	\$5,581.00	\$1,067.00
Collman, Harry	\$15,160.00	\$6,286.00	\$14,785.00
Counts, Elizabeth	\$13,817.00	\$11,727.00	\$13,023.00
David, Chloe	\$11,190.00	\$6,614.00	\$6,279.00

Opening a new window for the current workbook

- If you have several windows open at the same time, you can use the **Arrange All** command to rearrange them quickly.



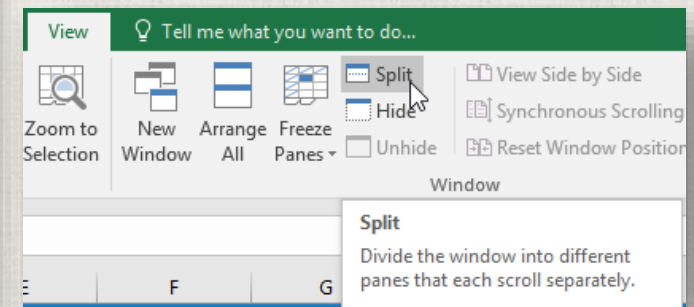
Splitting a worksheet

- Sometimes you may want to compare different sections of the same workbook without creating a new window. The **Split** command allows you to **divide** the worksheet into multiple panes that scroll separately.

Splitting a worksheet

1. Select the **cell** where you want to split the worksheet. In our example, we'll select cell **D6**.
2. Click the **View** tab on the **Ribbon**, then select the **Split** command.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00



Splitting a worksheet

3. The workbook will be **split** into different **panes**. You can scroll through each pane separately using the **scroll bars**, allowing you to compare different sections of the workbook.

	A	B	C	I	J	K
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Aug 2014	Sep 2014	Oct 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$1,117.00	\$8,237.00	\$8,690.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$1,100.00	\$10,185.00	\$18,749.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$2,116.00	\$13,452.00	\$8,046.00
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$1,040.00	\$10,024.00	\$18,389.00
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$1,126.00	\$5,503.00	\$10,686.00
16	Flores, Tia	\$12,398.00	\$13,779.00	\$2,014.00	\$13,547.00	\$21,983.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$1,054.00	\$9,543.00	\$11,967.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$1,389.00	\$10,468.00	\$12,677.00
19	Jameson, Robinsor	\$2,552.00	\$1,627.00	\$1,058.00	\$6,267.00	\$14,982.00

To remove the split, click the **Split** command again.

4. After creating a split, you can click and drag the vertical and horizontal dividers to change the size of each section.

Practice

- Open our **practice workbook**.
- Open a **new window** for your workbook.
- **Freeze First Column** and use the horizontal scroll bar to look at sales from 2015.
- **Unfreeze** the first column.
- Select cell **G17** and click **Split** to split the worksheet into multiple panes. **Hint:** This should split the worksheet between rows 16 and 17 and columns F and G.
- Use the horizontal scroll bar in the bottom right of the window to move the worksheet so that **Column N**, which contains data for January 2015, is next to **Column F**.
- Open a **new window** for your workbook, and select the **2012-2013 Sales** tab.
- Move your windows so they are side by side. Now you're able to compare data for similar months from several different years.

Excel2016_FreezePanes_Practice1 - Excel

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G17 4931

2014-2015 Sales Data									
Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014		Jan 2015	Feb 2015	Mar 2015
Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00		\$15,367.00	\$7,274.00	\$8,624.00
Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00		\$10,740.00	\$7,214.00	\$18,932.00
Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00		\$13,478.00	\$13,504.00	\$4,912.00
Bittman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00		\$3,424.00	\$16,907.00	\$1,561.00
Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00		\$6,065.00	\$11,845.00	\$18,982.00
Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00		\$19,216.00	\$12,528.00	\$15,481.00
Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00		\$8,454.00	\$9,938.00	\$3,793.00
Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00		\$9,037.00	\$16,489.00	\$8,026.00
David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00		\$17,010.00	\$3,812.00	\$7,787.00
Davis, William	\$5,304.00	\$5,593.00	\$9,928.00	\$17,434.00	\$5,363.00		\$6,462.00	\$15,861.00	\$18,246.00
Dumlao, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00		\$7,579.00	\$8,579.00	\$16,917.00
Farmer, Kim	\$1,103.00	\$13,531.00	\$19,874.00	\$18,870.00	\$3,860.00		\$18,654.00	\$10,062.00	\$19,581.00
Ferguson, Elizabeth	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00		\$17,735.00	\$18,574.00	\$12,400.00
Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00		\$15,362.00	\$1,569.00	\$14,914.00
Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00		\$10,214.00	\$15,276.00	\$13,774.00
Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00		\$12,813.00	\$3,973.00	\$14,246.00
Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00		\$19,145.00	\$17,752.00	\$1,603.00
Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00		\$8,645.00	\$8,409.00	\$1,422.00
Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00		\$16,200.00	\$6,332.00	\$19,506.00
Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,340.00	\$7,973.00	\$2,586.00		\$6,491.00	\$10,079.00	\$15,947.00
Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00		\$17,758.00	\$7,480.00	\$19,679.00
Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00		\$17,191.00	\$6,701.00	\$8,730.00

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Excel2016_FreezePanes_Practice2 - Excel

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2012-2013 Sales Data

2012-2013 Sales Data							
Salesperson	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012
Albertson, Kathy	\$5,076.00	\$12,037.00	\$2,366.00	\$16,077.00	\$13,028.00	\$4,899.00	\$16,515.00
Allenson, Carol	\$12,148.00	\$5,301.00	\$10,194.00	\$4,916.00	\$11,713.00	\$5,648.00	\$13,428.00
Altman, Zoey	\$6,684.00	\$948.00	\$6,918.00	\$565.00	\$15,891.00	\$12,388.00	\$2,609.00
Bittman, William	\$14,808.00	\$4,299.00	\$9,439.00	\$12,722.00	\$8,455.00	\$4,121.00	\$9,389.00
Brennan, Michael	\$14,374.00	\$16,041.00	\$16,485.00	\$13,506.00	\$14,366.00	\$1,878.00	\$15,207.00
Carlson, David	\$8,404.00	\$5,581.00	\$1,067.00	\$9,587.00	\$2,262.00	\$4,954.00	\$9,708.00
Collman, Harry	\$15,160.00	\$6,286.00	\$14,785.00	\$12,207.00	\$3,739.00	\$6,952.00	\$15,373.00
Counts, Elizabeth	\$13,817.00	\$11,727.00	\$13,023.00	\$2,494.00	\$10,602.00	\$1,723.00	\$14,562.00
David, Chloe	\$11,190.00	\$6,614.00	\$6,279.00	\$9,895.00	\$5,101.00	\$12,213.00	\$14,471.00
Davis, William	\$8,991.00	\$4,261.00	\$7,739.00	\$12,958.00	\$11,541.00	\$15,264.00	\$7,733.00
Dumlao, Richard	\$2,071.00	\$4,076.00	\$923.00	\$13,760.00	\$8,989.00	\$9,031.00	\$3,249.00
Farmer, Kim	\$8,710.00	\$13,275.00	\$12,840.00	\$13,906.00	\$15,348.00	\$2,987.00	\$1,813.00
Ferguson, Elizabeth	\$5,641.00	\$10,723.00	\$12,047.00	\$14,173.00	\$16,686.00	\$10,901.00	\$12,167.00
Flores, Tia	\$8,476.00	\$16,177.00	\$10,870.00	\$10,601.00	\$13,235.00	\$9,159.00	\$16,485.00
Ford, Victor	\$3,570.00	\$2,831.00	\$6,935.00	\$10,226.00	\$2,520.00	\$7,745.00	\$4,319.00
Hodges, Melissa	\$4,049.00	\$6,037.00	\$16,723.00	\$16,218.00	\$11,810.00	\$8,560.00	\$2,905.00
Jameson, Robinson	\$12,802.00	\$15,265.00	\$8,074.00	\$12,987.00	\$8,694.00	\$652.00	\$5,059.00
Kellerman, France	\$3,900.00	\$10,778.00	\$5,438.00	\$6,313.00	\$12,678.00	\$4,563.00	\$1,226.00
Mark, Katharine	\$15,951.00	\$2,756.00	\$13,682.00	\$3,725.00	\$9,988.00	\$15,270.00	\$13,250.00
Morrison, Thomas	\$853.00	\$13,777.00	\$12,460.00	\$7,587.00	\$8,735.00	\$7,910.00	\$1,163.00
Moss, Pete	\$1,856.00	\$8,093.00	\$10,254.00	\$2,804.00	\$6,881.00	\$11,421.00	\$2,721.00
Paul, Henry David	\$3,287.00	\$12,624.00	\$2,605.00	\$6,294.00	\$16,018.00	\$9,670.00	\$3,597.00

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