

How to fix column and header rows in Excel 2007, 2010, 2013, 2016

How to fix column and row headers in Excel 2007, 2010, 2013, 2016. Freezing columns and headlines helps columns or headlines to always be displayed regardless of moving the mouse pointer to the number of records. how big It will help with management and handling d

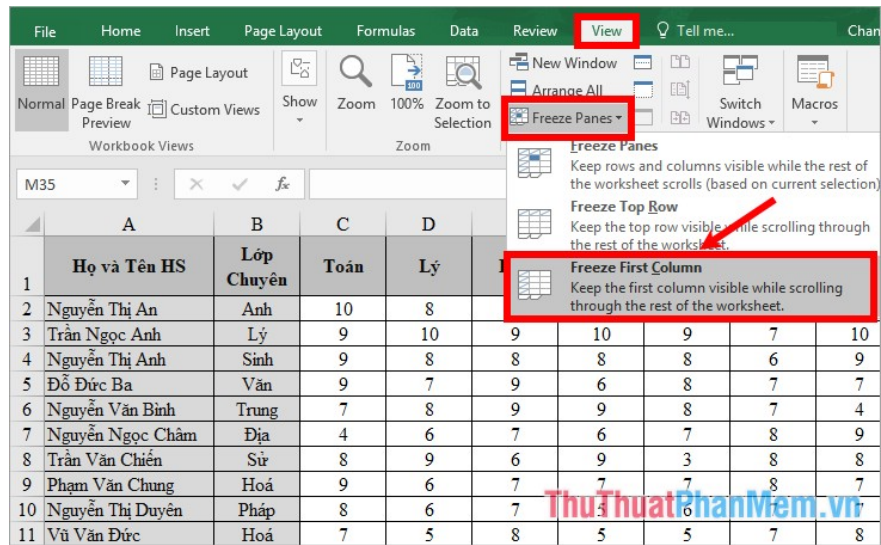
Freezing columns and headlines helps columns or headlines always show no matter how big the mouse pointer moves to a large number of records. It will make it easier to manage and process data for large numbers of Excel spreadsheets. If you do not know how to fix column and row headers in Excel 2007, 2010, 2013, 2016, please refer to the following article.



Here are instructions on how to fix column and row headings in Excel 2016, with Excel 2007, 2010, 2013, 2016 you apply the same implementation.

Freeze columns in Excel 2007, 2010, 2013, 2016

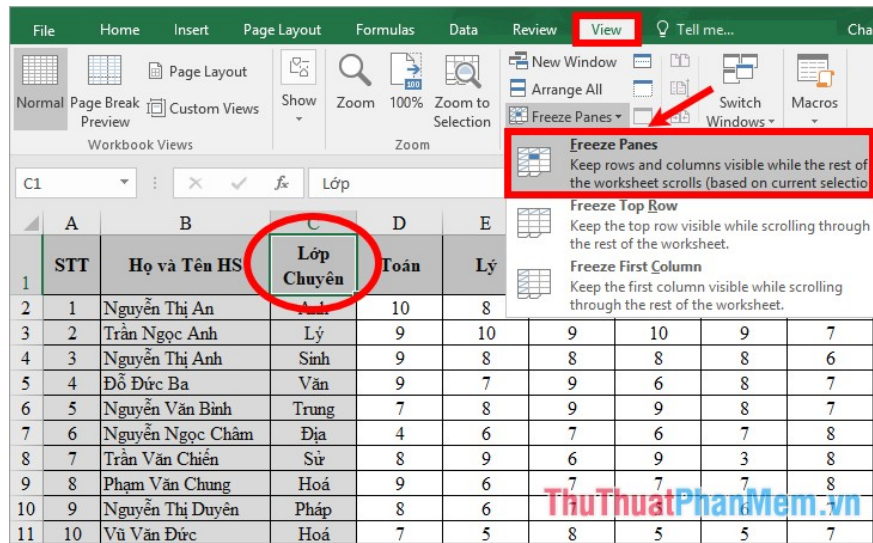
If you just want to **fix a first column**, then on the worksheet select **View -> Freeze Panes -> Freeze First Column**.



So the first column will be fixed, you move the mouse to the second column how much the first column will still be displayed.

	A	D	E	F	G	H	I	J	K
1	Họ và Tên HS	Lý	Hoá	Văn	Sử	Địa	Anh	Pháp	Trung
2	Nguyễn Thị An	8	9	9	9	10	10	9	10
3	Trần Ngọc Anh	10	9	10	9	7	10	10	9
4	Nguyễn Thị Anh	8	8	8	8	6	9	6	8
5	Đỗ Đức Ba	7	9	6	8	7	7	6	6
6	Nguyễn Văn Bình	8	9	9	8	7	4	7	7
7	Nguyễn Ngọc Chăm	6	7	6	7	8	9	6	7
8	Trần Văn Chiến	9	6	9	3	8	8	6	7
9	Phạm Văn Chung	6	7	7	7	8	7	3	6
10	Nguyễn Thị Duyên	6	7	5	6	7	7	6	5
11	Vũ Văn Đức	5	8	5	5	7	8	9	5
12	Nguyễn Thị Hà	5	9	4	5	6	9	6	6
13	Trần Văn Hào	5	7	5	6	6	8	7	8
14	Nguyễn Thị Hoa	8	6	7	6	6	9	2	6
15	Nguyễn Nhật Hoàng	8	9	9	9	10	10	9	10
16	Đỗ Đức Khiêm	10	9	10	9	7	10	10	9
17	Hoàng Văn Kiên	8	8	8	8	6	9	6	8
18	Đỗ Ngọc Lan	7	9	6	8	7	6	6	6
19	Nguyễn Thị Lành	8	9	9	8	7	4	7	7

If you want to **fix multiple columns** , you place the mouse cursor in the first cell of the next column to fix the columns. For example, if you want to fix column STT (A), First Name (B), you put your cursor in cell C1 (the first cell of the next column). Then choose **View -> Freeze Panes -> Freeze Panes**.

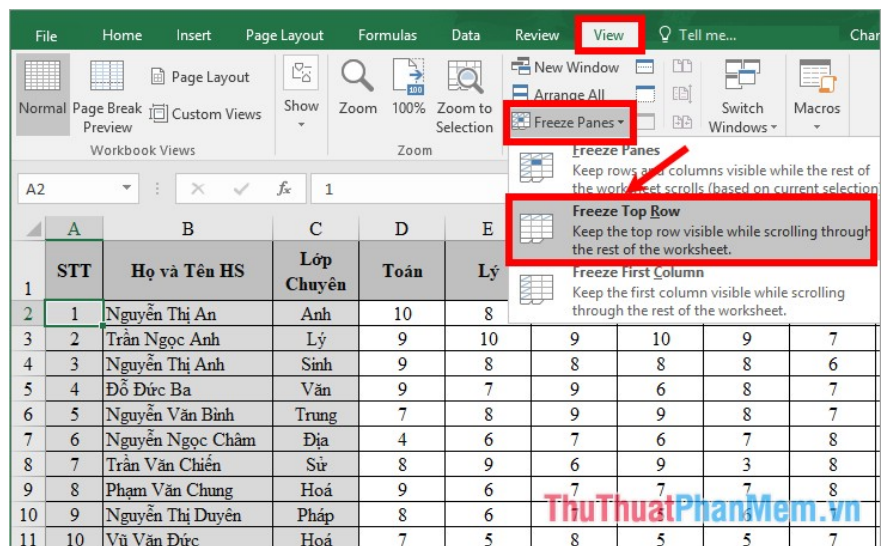


Your results will be as follows:

	A	B	I	J	K	L	M	N	O
1	STT	Họ và Tên HS	Địa	Anh	Pháp	Trung	Sinh	ĐTB	Ghi Chú
2	1	Nguyễn Thị An	10	10	9	10	10	9,5	ĐẠT
3	2	Trần Ngọc Anh	7	10	10	9	9	9,2	ĐẠT
4	3	Nguyễn Thị Anh	6	9	6	8	8	7,8	ĐẠT
5	4	Đỗ Đức Ba	7	7	6	6	10	7,6	ĐẠT
6	5	Nguyễn Văn Bình	7	4	7	7	5	7,1	THI LẠI
7	6	Nguyễn Ngọc Châm	8	9	6	7	9	6,9	THI LẠI
8	7	Trần Văn Chiến	8	8	6	7	8	7,4	THI LẠI
9	8	Phạm Văn Chung	8	7	3	6	5	6,5	THI LẠI
10	9	Nguyễn Thị Duyên	7	7	6	5	9	6,6	ĐẠT
11	10	Vũ Văn Đức	7	8	9	5	4	6,2	THI LẠI
12	11	Nguyễn Thị Hà	6	9	6	6	7	5,7	HÔNG
13	12	Trần Văn Hào	6	8	7	8	5	6,3	ĐẠT
14	13	Nguyễn Thị Hoa	6	9	2	6	3	5,8	THI LẠI
15	14	Nguyễn Nhật Hoàng	10	10	9	10	10	9,5	ĐẠT
16	15	Đỗ Đức Khiêm	7	10	10	9	9	9,2	ĐẠT
17	16	Hoàng Văn Kiên	6	9	6	8	8	7,8	ĐẠT
18	17	Đỗ Ngọc Lan	7	7	6				
19	18	Nguyễn Thị Lành	7	4	7	7	5	7,1	THI LẠI

Fixed headlines in Excel 2007, 2010, 2013, 2016

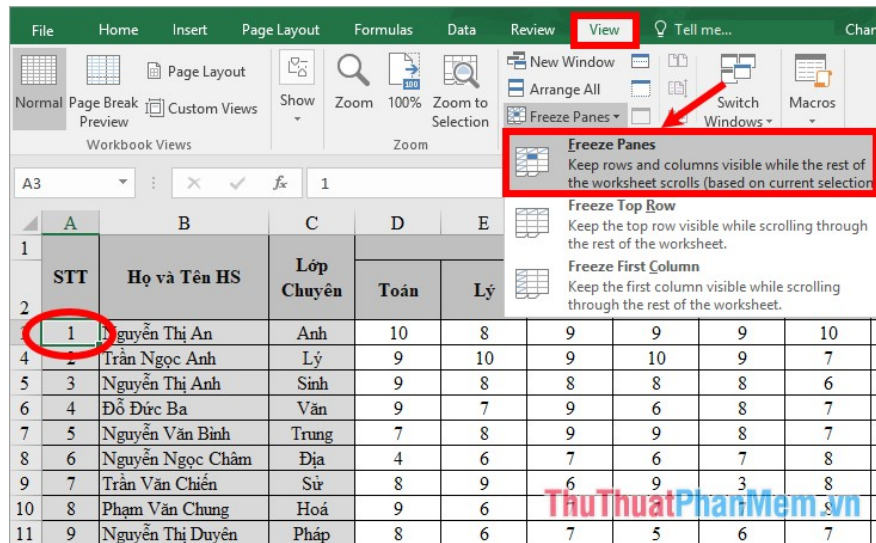
If your title has only one row, then on Excel worksheet you just need to select **View -> Freeze Panes -> Freeze Top Row**.



So you can drag to how many lines, the first line is fixed will remain displayed.

	A	B	C	D	E	F	G	H	I
1	STT	Họ và Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa
10	9	Nguyễn Thị Duyên	Pháp	8	6	7	5	6	7
11	10	Vũ Văn Đức	Hoá	7	5	8	5	5	7
12	11	Nguyễn Thị Hà	Toán	6	5	9	4	5	6
13	12	Trần Văn Hào	Lý	6	5	7	5	6	6
14	13	Nguyễn Thị Hoa	Địa	5	8	6	7	6	6
15	14	Nguyễn Nhật Hoàng	Anh	10	8	9	9	9	10
16	15	Đỗ Đức Khiêm	Lý	9	10	9	10	9	7
17	16	Hoàng Văn Kiên	Sinh	9	8	8	8	8	6
18	17	Đỗ Ngọc Lan	Văn	9	7	9	6	8	7
19	18	Nguyễn Thị Lành	Trung	7	8	9	9	8	7
20	19	Đinh Đức Mạnh	Địa	4	6	7	6	7	8
21	20	Nguyễn Nhật Minh	Sử	8	9	6	9	3	8
22	21	Nguyễn Văn Nam	Hoá	9	6	7	7	7	8
23	22	Nguyễn Ngọc Nữ	Pháp	8	6	7	5	6	7
24	23	Vũ Văn Phong	Hoá	7	5	8	5	5	7
25	24	Vũ Thu Phương	Toán	6	5	9	4	5	6
26	25	Nguyễn Như Quỳnh	Lý	6	5	8	5	6	6
27	26	Trần Văn Sơn	Địa	5	8	6	7	6	6

If you want to fix multiple headlines, place your cursor in the first cell of the next row, just below the headlines that you want to fix. For example, if you want to fix row 1 and row 2, you place the mouse pointer in cell A3. Then select the card **View -> Freeze Panes -> Freeze Panes**.

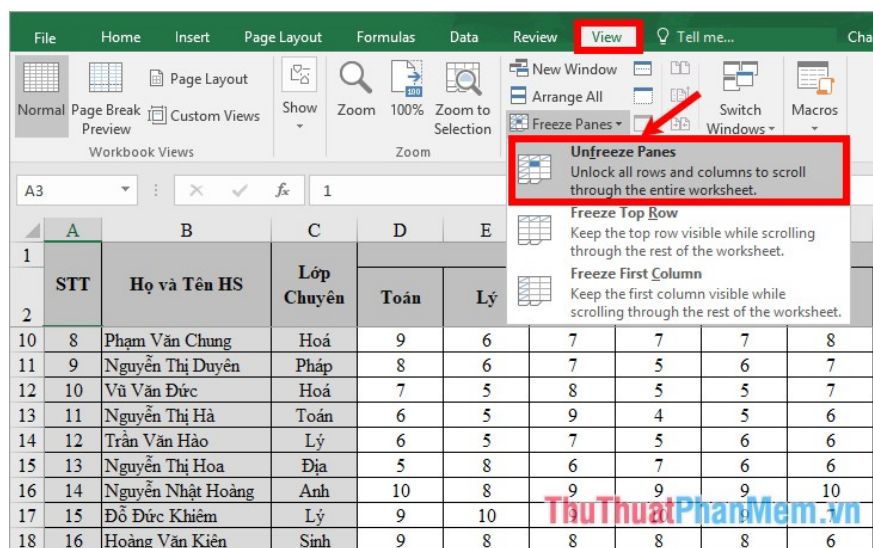


As such, the lines above the line where the mouse pointer is positioned will always be displayed.

	A	B	C	D	E	F	G	H	I	
1								Môn Thi		
2	STT	Họ và Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	
10	8	Phạm Văn Chung	Hoá	9	6	7	7	7	8	
11	9	Nguyễn Thị Duyên	Pháp	8	6	7	5	6	7	
12	10	Vũ Văn Đức	Hoá	7	5	8	5	5	7	
13	11	Nguyễn Thị Hà	Toán	6	5	9	4	5	6	
14	12	Trần Văn Hào	Lý	6	5	7	5	6	6	
15	13	Nguyễn Thị Hoa	Địa	5	8	6	7	6	6	
16	14	Nguyễn Nhật Hoàng	Anh	10	8	9	9	9	10	
17	15	Đỗ Đức Khiêm	Lý	9	10	9	10	9	7	
18	16	Hoàng Văn Kiên	Sinh	9	8	8	8	8	6	
19	17	Đỗ Ngọc Lan	Văn	9	7	9	6	8	7	
20	18	Nguyễn Thị Lành	Trung	7	8	9	9	8	7	
21	19	Đinh Đức Mạnh	Địa	4	6	7	6	7	8	
22	20	Nguyễn Nhật Minh	Sử	8	9	6	9	3	8	
23	21	Nguyễn Văn Nam	Hoá	9	6	7	7	7	8	
24	22	Nguyễn Ngọc Nữ	Pháp	8	6	7	5	6	7	
25	23	Vũ Văn Phong	Hoá	7	5					
26	24	Vũ Thu Phương	Toán	6	5	9	4	5	6	

Unfreeze column or header row in Excel 2007, 2010, 2013, 2016

To unfreeze in Excel, select **View -> Freeze Panes -> Unfreeze Panes**.



If you want to freeze multiple rows, multiple columns or a whole column in Excel 2007, 2010, 2013, 2016, please refer to the article <http://TipsMake.vn/cach-co-dinh-cot-va-dong-ieu-de-in-excel-2016/>

Hope the article will help you. Good luck!

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