

How to fix column and header rows in Excel 2016

How to fix columns and headlines in Excel 2016. With an excel table with a large number of columns and rows, fixing columns and headlines is a necessary job, you can easily check, investigate and process data without confusion and waste n

With an excel data sheet with a large number of columns and rows, during the process of processing, you will surely face many difficulties. Now fixed the column and the headline is a necessary job, you can easily check and process data without confusion and waste more time.

If you have to work with an Excel file with a large amount of data but you do not know how to fix columns and headlines, please refer to the following article.

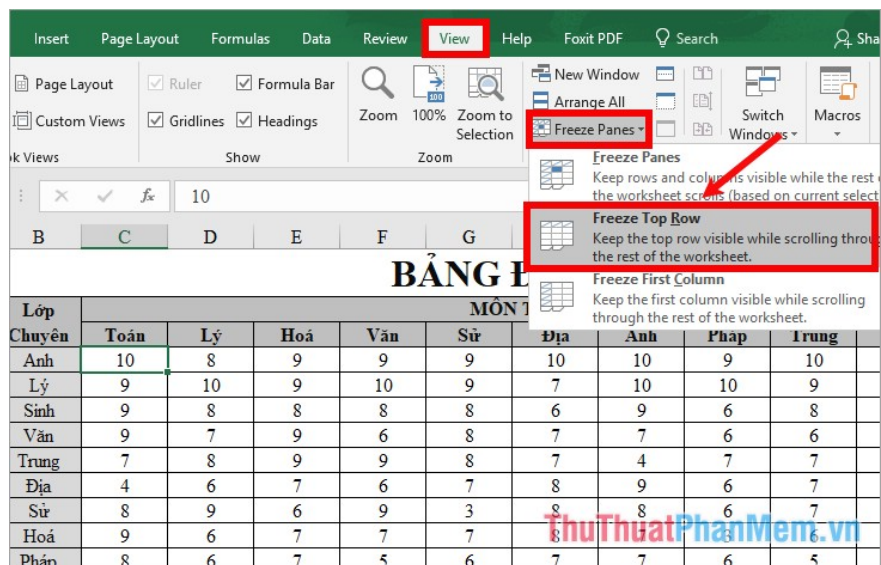


The article guides how to fix column and header row in Excel 2016, with Excel 2013, 2010, 2007 you just need to do the same.

FIXED LINE

Freeze the first line

If you need to fix the first 1 row in a sheet, select **View -> Freeze Panes -> Freeze Top Row**.



Fixed multiple lines

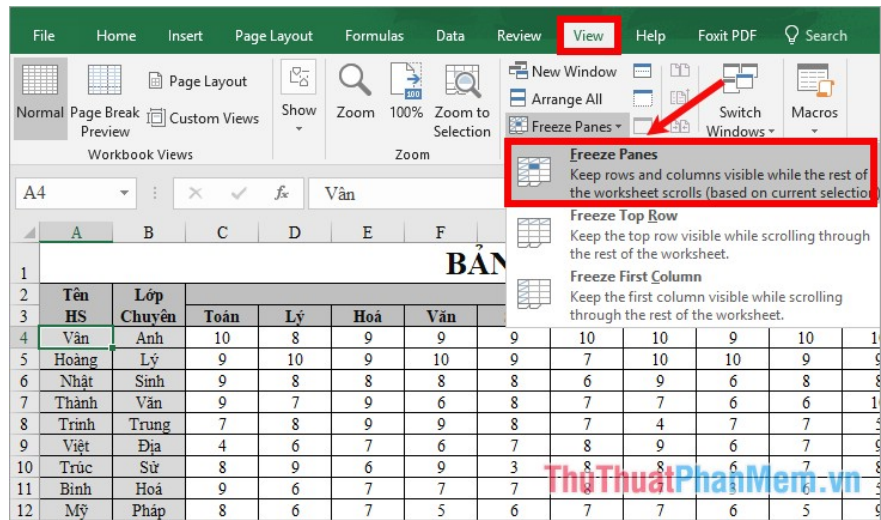
If you need to fix more than 1 line then you need to do the following:

Step 1 : You put the cursor in the first box below the lines you need to fix (all the lines above the cursor line will be fixed).

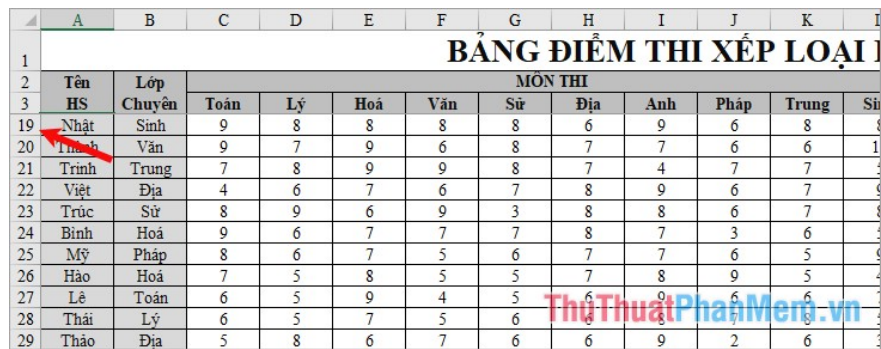
For example, if you need to fix the 3 headlines (row 1, row 2, line 3), the mouse cursor will be placed in the first cell of row 4 as shown below.

	A	B	C	D	E	F	G	H	I	J	K	
1	BẢNG ĐIỂM THI XẾP LOẠI											
2			MÔN THI									
3	Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh	Pháp	Trung	S
4	Văn	Anh	10	8	9	9	9	10	10	9	10	
5	Hoàng	Lý	9	10	9	10	9	7	10	10	9	
6	Nhật	Sinh	9	8	8	8	8	6	9	6	8	
7	Thánh	Văn	9	7	9	6	8	7	7	6	6	
8	Trình	Trung	7	8	9	9	8	7	4	7	7	
9	Việt	Địa	4	6	7	6	7	8	9	6	7	
10	Trúc	Sử	8	9	6	9	3	8	8	6	7	
11	Bình	Hoá	9	6	7	7	7	8	7	3	6	
12	Mỹ	Pháp	8	6	7	5	6	7	7	6	5	
13	Hào	Hoá	7	5	8	5	5	7	8	9	5	
14	Lê	Toán	6	5	9	4	5	6	7	6	6	
15	Thái	Lý	6	5	7	5	6	6	8	7	8	

Step 2 : Select the **View** tab -> **Freeze Panes** -> **Freeze Panes**.



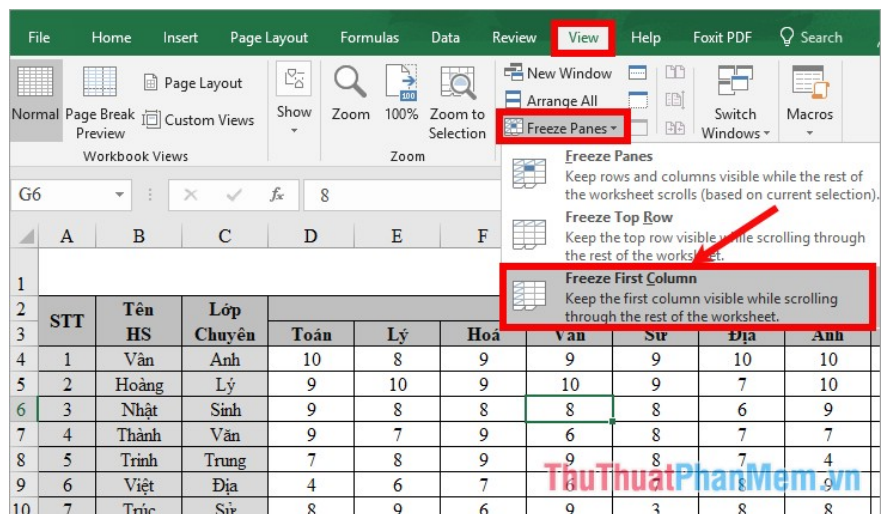
So you have fixed the line for the Excel file, from now on when you move to the nth row (very large n), the rows you have fixed will still be visible.



FIXED COLUMN

Freeze the first column

If you need to fix the first column in the file, just select **View -> Freeze Panes -> Freeze First Column**.



Freeze multiple columns

If you want to fix more than 1 column then you need to do the following:

Step 1: You put the cursor in the first cell in the next column next to the columns you need to fix (all the columns to the left of the column where you put the mouse cursor are fixed).

For example: Need to fix column 1 and column 2, then you put the mouse cursor at the first position column 3 as shown below:

	A	B	C	D	E	F	G	H	I	J
1	BẢNG ĐIỂM THI									
2				MÔN THI						
3	STT	Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh
4	1	Vân	Anh	10	8	9	9	9	10	10
5	2	Hoàng	Lý	9	10	9	10	9	7	10
6	3	Nhật	Sinh	9	8	8	8	8	6	9
7	4	Thành	Vân	9	7	9	6	8	7	7
8	5	Trình	Trung	7	8	9	9	8	7	4
9	6	Việt	Địa	4	6	7	6	7	8	9
10	7	Trúc	Sử	8	9	6	9	3	8	8
11	8	Bình	Hoá	9	6	7	7	7	8	7
12	9	Mỹ	Pháp	8	6	7	5	6	7	7
13	10	Hào	Hoá	7	5	8				
14	11	Lê	Toán	6	5	9	4	5	6	9

Step 2 : Select the **View** tab -> **Freeze Panes** -> **Freeze Panes**.

The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, and the 'Freeze Panes' option is highlighted with a red box. A red arrow points from the 'Freeze Panes' option to the 'Freeze Panes' button in the ribbon. The background shows the same exam score table as in the previous image, with the 'View' tab selected in the ribbon.

So you have fixed columns for Excel file, from now on when you move to which column, the columns you have fixed will still be displayed.

	A	B	I	J	K	L	M	N	O	P
1	ĐIỂM THI XẾP LOẠI HỌC TẬP									
2	STT	Tên HS	THI				ĐTB	Ghi Chú	Môn Thi Lại	
3			Địa	Anh	Pháp	Trung	Sinh			
4	1	Vân	10	10	9	10	10	9,5	ĐẠT	
5	2	Hoàng	7	10	10	9	9	9,2	ĐẠT	
6	3	Nhật	6	9	6	8	8	7,8	ĐẠT	
7	4	Thành	7	7	6	6	10	7,6	ĐẠT	
8	5	Trình	7	4	7	7	5	7,1	THI LẠI	Pháp
9	6	Việt	8	9	6	7	9	6,9	THI LẠI	Lý
10	7	Trúc	8	8	6	7	8	7,4	THI LẠI	Địa
11	8	Bình	8	7	3	6	5	6,5	THI LẠI	Trung
12	9	Mỹ	7	7	6	5	4	6,2	THI LẠI	
13	10	Hào	7	8	9	5	4	6,2	THI LẠI	

FIXED BOTH LINE AND COLUMN

If you want to fix both the headlines and the first columns of an Excel file, do the following:

Step 1 : First you need to determine the position of the mouse cursor, the lines on the cursor line will be fixed, the columns to the left of the mouse cursor column will be fixed.

For example: If you want to fix the first 3 rows (row 1, row 2, row 3) and 2 columns (column 1, column 2), you put the mouse pointer in the 3rd cell of the 4th row (4th cell of the 3rd column) as shown below.

	A	B	C	D	E	F	G	H	I	J
1	BẢNG ĐIỂM THI									
2	STT	Tên HS	Lớp	MÔN THI						
3			Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh
4	1	Vân	Anh	10	8	9	9	9	10	10
5	2	Hoàng	Lý	9	10	9	10	9	7	10
6	3	Nhật	Sinh	9	8	8	8	8	6	9
7	4	Thành	Văn	9	7	9	6	8	7	7
8	5	Trình	Trung	7	8	9	9	8	7	4
9	6	Việt	Địa	4	6	7	6	7	8	9
10	7	Trúc	Sử	8	9	6	9	3	8	8
11	8	Bình	Hoá	9	6	7	7	7	8	7
12	9	Mỹ	Pháp	8	6	7	5	5	7	8
13	10	Hào	Hoá	7	5	8	5	5	7	8

Step 2 : Select the View tab -> Freeze Panes -> Freeze Panes.

The screenshot shows the Microsoft Excel interface with the 'View' tab selected in the ribbon. The 'Freeze Panes' dropdown menu is open, and the 'Freeze Panes' option is highlighted with a red box. A red arrow points from the 'Freeze Panes' option to the 'Freeze Panes' button in the ribbon. The background shows the same exam score table as in the previous image, with the 'Freeze Panes' option selected.

So you have fixed the whole column you want, when moving the mouse down the bottom lines, the fixed rows are still displayed and when you move the mouse to the adjacent columns, the fixed columns are still display.

	A	B	F	G	H	I	J	K	L	M	
1			BẢNG ĐIỂM THI XẾP LOẠI HỌC								
2			MÔN THI								
3	STT	Tên HS	Hoá	Văn	Sử	Địa	Anh	Pháp	Trung	Sinh	
11	8	Bình	7	7	7	8	7	3	6	5	
12	9	Mỹ	7	5	6	7	7	6	5	9	
13	10	Hào	8	5	5	7	8	9	5	4	
14	11	Lê	9	4	5	6	9	6	6	7	
15	12	Thái	7	5	6	6	8	7	8	5	
16	13	Thảo	6	7	6	6	9	2	6	3	
17	14	Vân	9	9	9	10	10	9	10	10	
18	15	Hoàng	9	10	9	7	10	10	9	9	
19	16	Nhật	8	8	8	6	9	6	8	8	
20	17	Thành	9	6	8	7	8	6	7	6	
21	18	Trình	9	9	8	7	4	7	7	5	

FIXED

If you don't want to freeze rows, columns, or rows and columns, just select **Freeze Panes -> Unfreeze Panes**.

The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' dropdown menu is open, and the 'Unfreeze Panes' option is highlighted with a red box. The background shows a worksheet with a table of exam scores.

Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh	Pháp	Trung
Anh	10	8	9	9	9	10	10	9	10
Lý	9	10	9	10	9	7	10	10	9
Sinh	9	8	8	8	8	6	9	6	8
Vân	9	7	9	6	8	7	7	6	6
Trung	7	8	9	9	8	7	4	7	7
Địa	4	6	7	6	7	8	9	6	7
Sử	8	9	6	9	3	8	6	6	6
Hoá	9	6	7	7	7	8	7	3	6

Thus, with just a few simple steps, you can quickly fix the column and the headline. From now on you will not spend too much time processing Excel files with large amounts of data. Good luck!

You finished reading the article "**How to fix column and header rows in Excel 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.