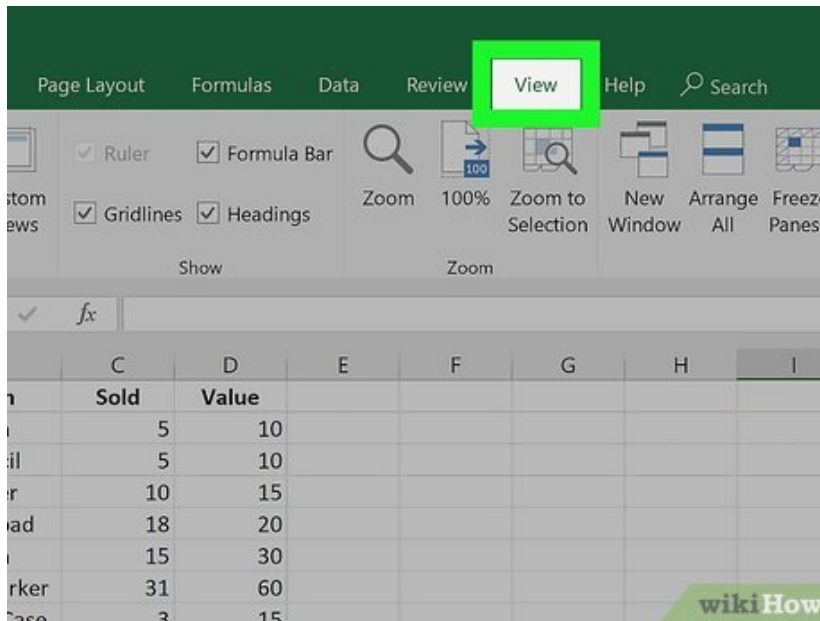


How to Freeze Cells in Excel

This wikiHow teaches you how to freeze specific rows and columns in your Microsoft Excel worksheet. Freezing rows or columns ensures that certain cells remain visible as you scroll through the data. If you want to easily edit two parts of...

Method 1 of 2:

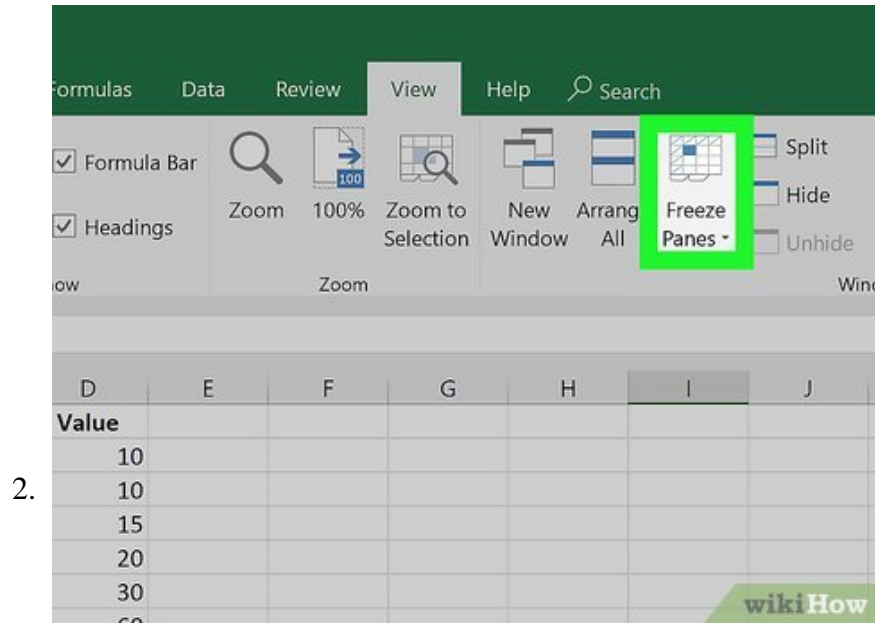
Freezing the First Column or Row



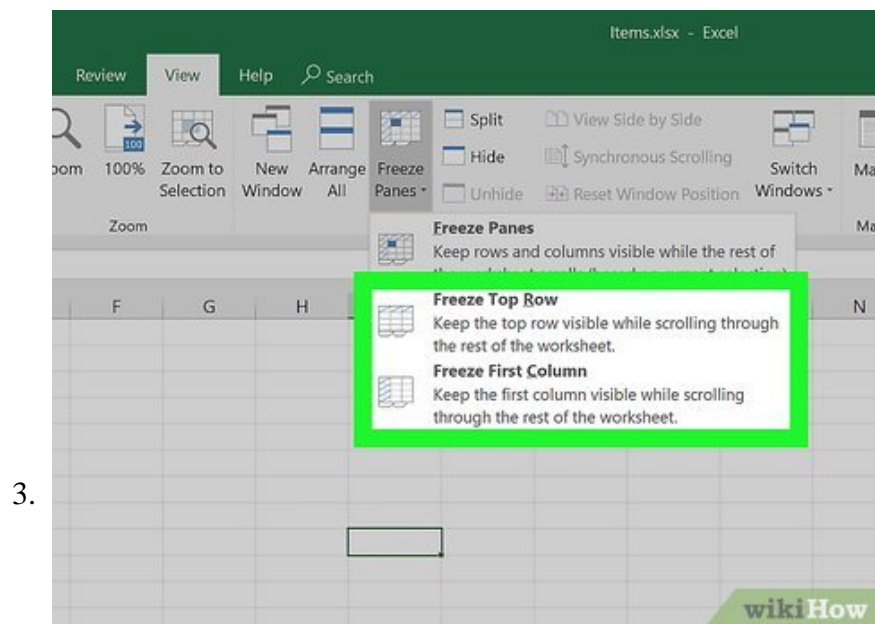
1.

Click the **View** tab. It's at the top of Excel. Frozen cells are rows or columns that remain visible while you scroll through a worksheet.^[1] If you want column headers or row labels to remain visible as you work with large amounts of data, you'll likely find it helpful to lock those cells into place.

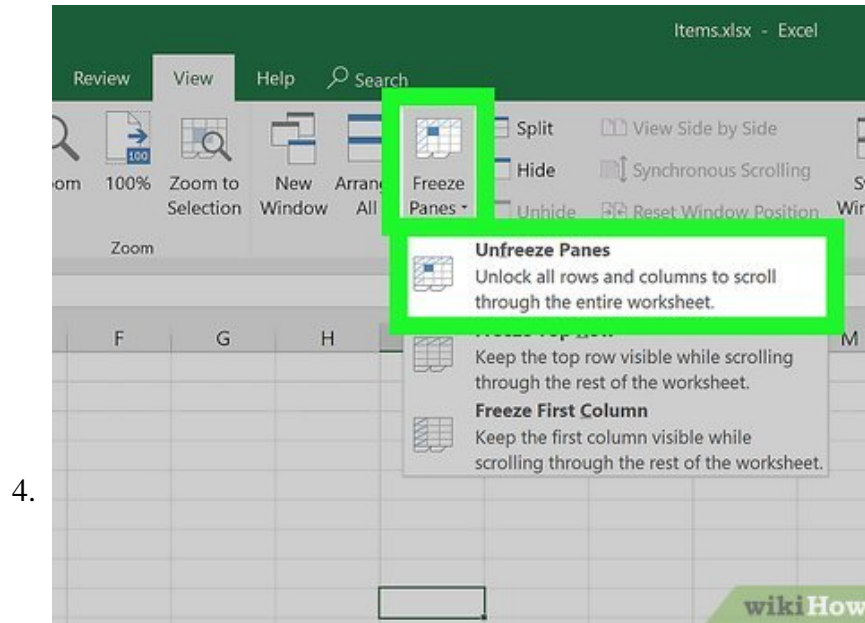
1. Only whole rows or columns can be frozen. It is not possible to freeze individual cells.



Click the **Freeze Panes** button. It's in the "Window" section of the toolbar. A set of three freezing options will appear.



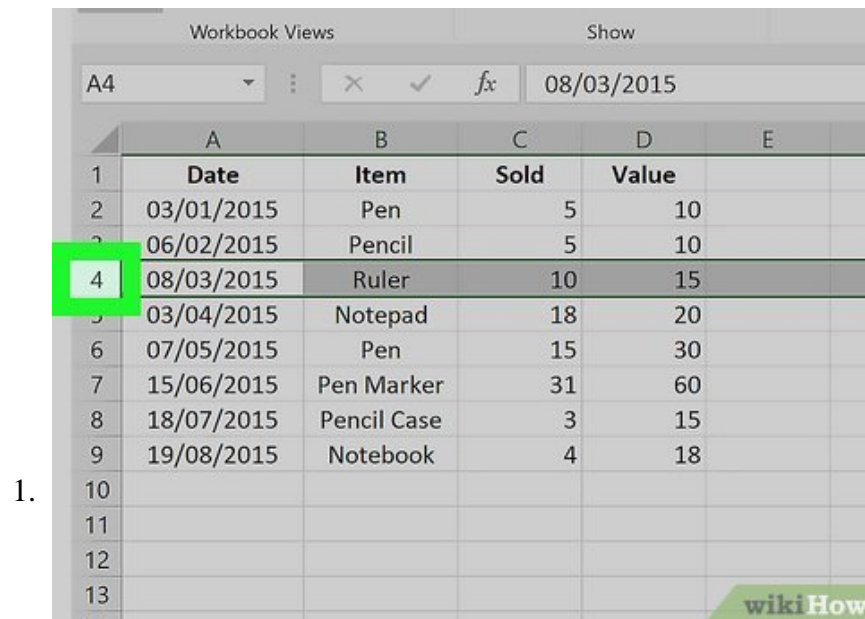
Click **Freeze Top Row** or **Freeze First Column**. If you want to keep the top row of cells in place as you scroll down through your data, select **Freeze Top Row**. To keep the first column in place as you scroll horizontally, select **Freeze First Column**.



Unfreeze your cells. If you want to unlock the frozen cells, click the **Freeze Panes** menu again and select **Unfreeze Panes**.

Method 2 of 2:

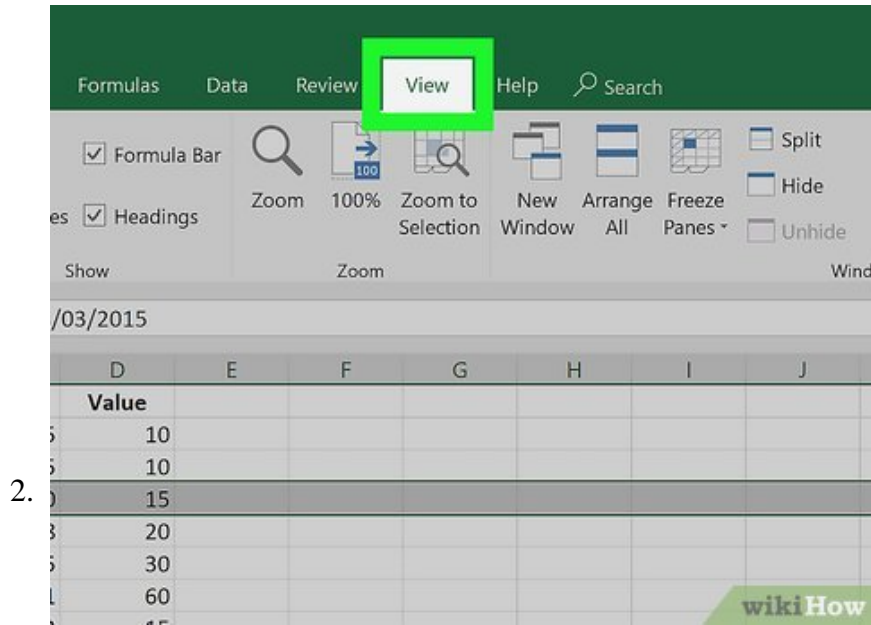
Freezing Multiple Columns or Rows



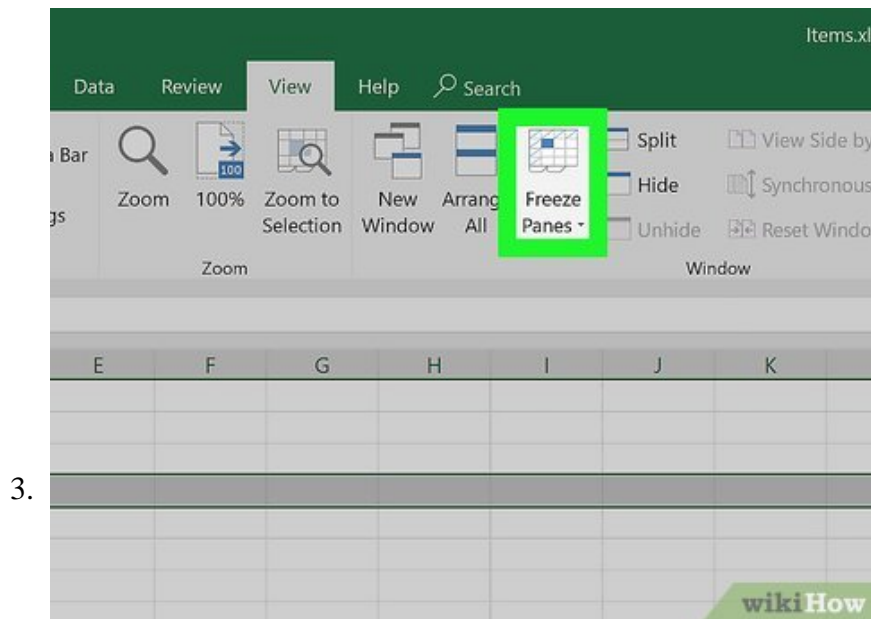
Select the row or column *after* those you want to freeze. If the data you want to keep stationary takes up more than one row or column, click the column letter or row number *after* those you want to freeze. For example:

1. If you want to keep rows 1, 2, and 3 in place as you scroll down through your data, click row 4 to select it.

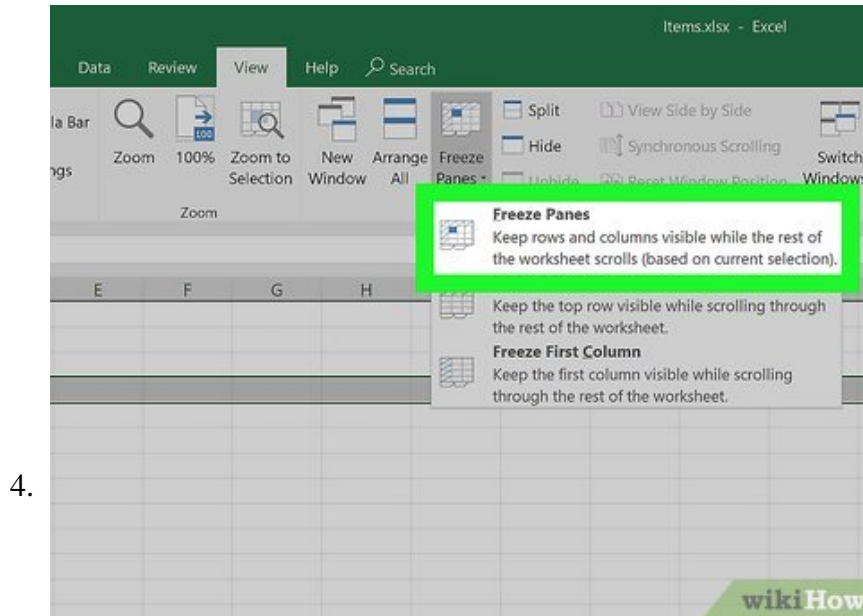
2. If you want columns A and B to remain still as you scroll sideways through your data, click column C to select it.
3. Frozen cells must connect to the top or left edge of the spreadsheet. It's not possible to freeze rows or columns in the middle of the sheet.^[2]



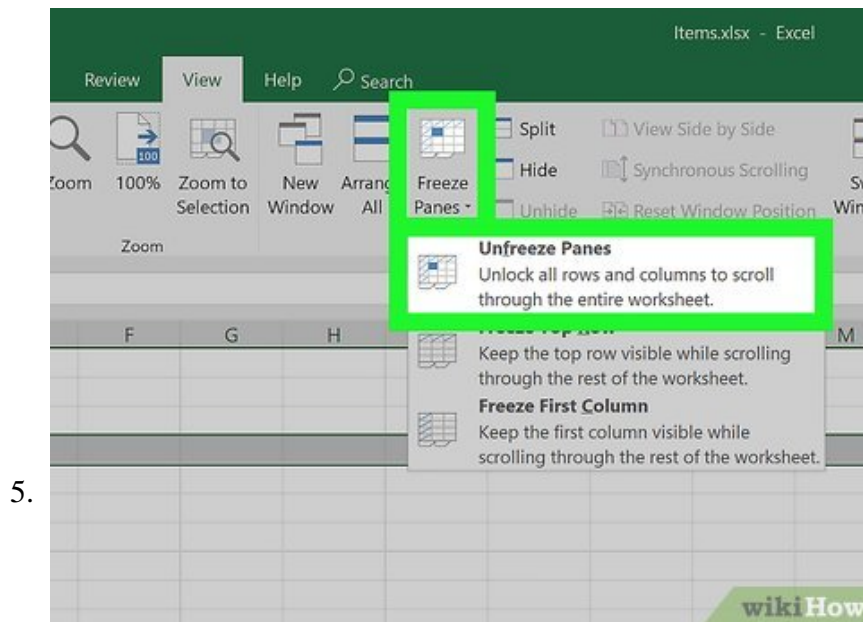
Click the **View** tab. It's at the top of Excel.



Click the **Freeze Panes** button. It's in the "Window" section of the toolbar. A set of three freezing options will appear.



Click **Freeze Panes** on the menu. It's at the top of the menu. This freezes the columns or rows before the one you selected.



Unfreeze your cells. If you want to unlock the frozen cells, click the **Freeze Panes** menu again and select **Unfreeze Panes**.

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