

Instructions to fix Excel column/row freezing not working

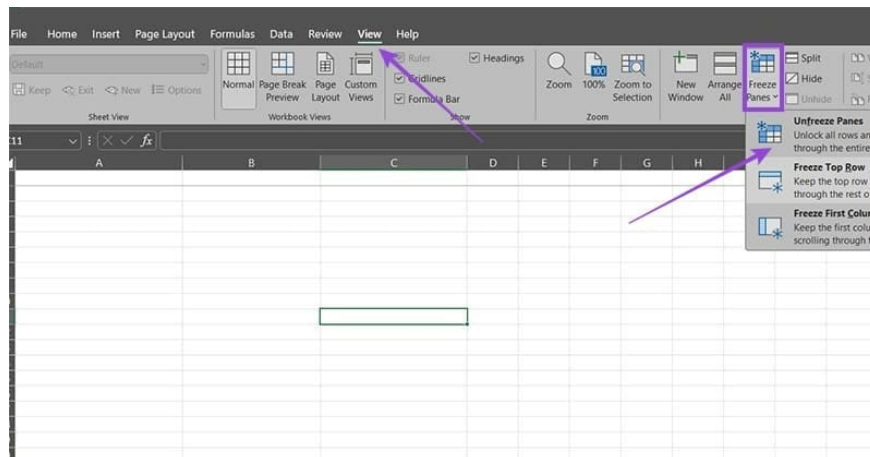
In some cases, you don't see the option to freeze Excel columns or rows, which affects document processing and overall view of the data table.

Freezing rows and columns in Excel helps you get a clearer overview of statistical tables with large data. In some cases, you do not see the option to freeze columns or rows, which affects the document processing and overview of the data table. If you encounter problems with freezing columns/rows in Excel, refer to the fix in the article below.

1. Check if you are using the Split Excel tool?

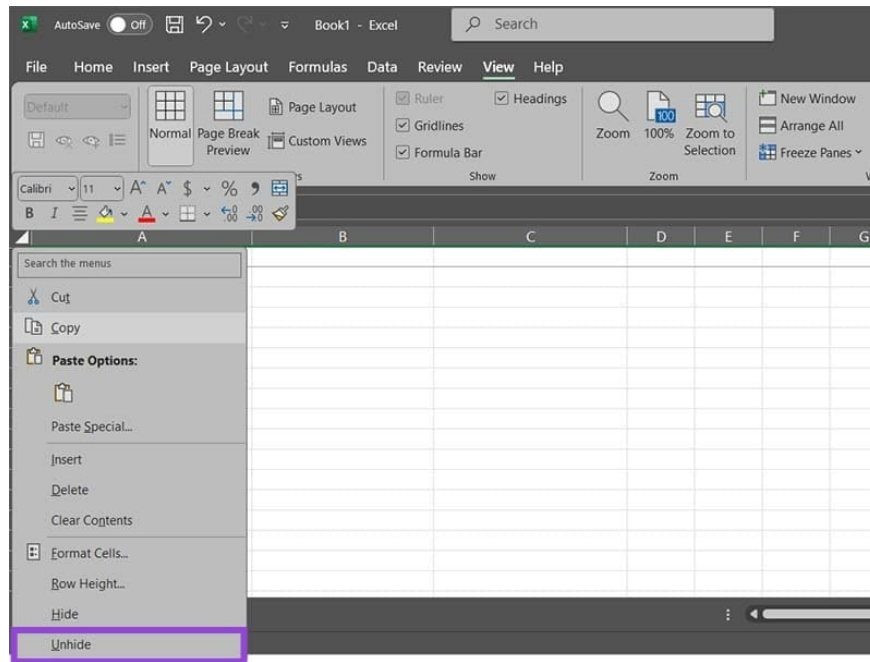
The first solution is to check if you are using the Split feature in Excel. These two features, if used together, will cause an error.

We access the data table, then **click on the View tab** and **click on the Freeze Pane feature** . If it has been frozen, closed, **click on Unfreeze Panes** to cancel and start over.



2. Check for hidden rows in Excel

If the data table has hidden rows, then using the freeze row or column feature will also cause problems. Please check the data table again and then unhide that row or column.



3. Change the mode to default on Excel

If you are using a view other than the default, the option to freeze rows or columns in Excel may be completely disabled. Click the View tab again, then click Normal in the Workbook Views section.

4. Unprotect Excel worksheet

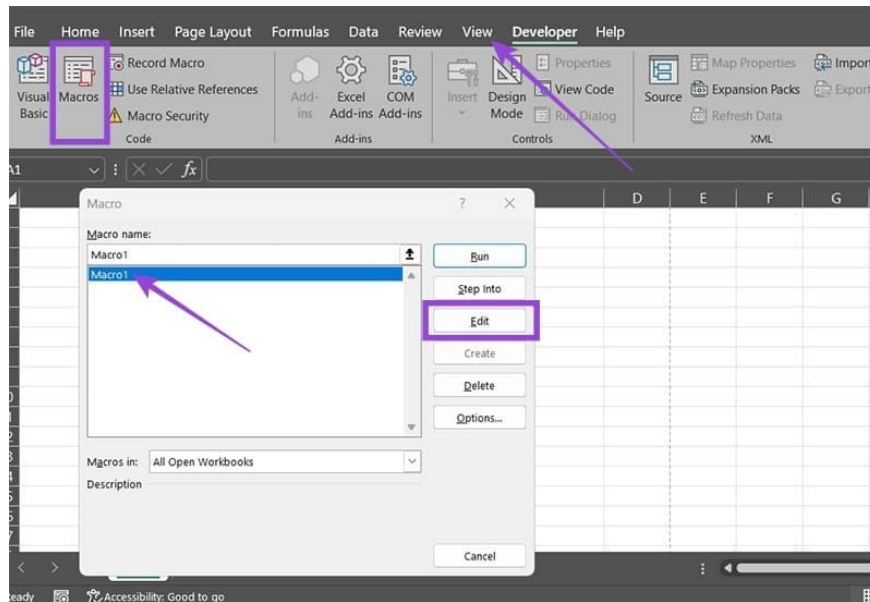
In some cases, when you receive data from someone else, they have set up worksheet protection, freezing rows or columns. If other features other than freezing cells do not work, you should unprotect this worksheet.

Click on the **Review tab** then **click on Unprotect Sheet** to unprotect the worksheet.

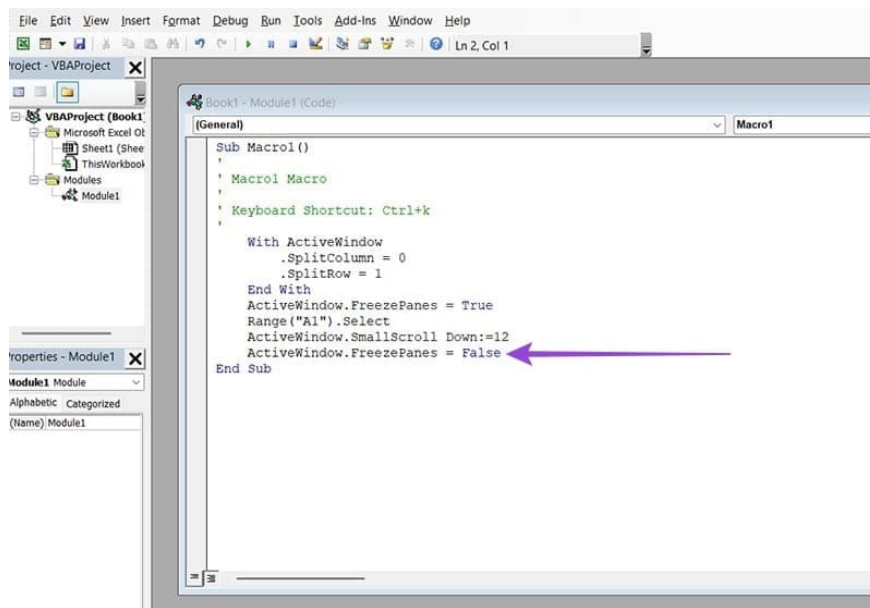
5. Delete Macros in Excel

If you accidentally create a macro that prevents freezing of columns and rows, then whenever you run this macro, the freezing of rows and columns in Excel will not work. Then you need to check this macro again.

We click on the **View tab** and select **Macros** , then **click on the Macro to edit** .



In the VBA window with the macro code. Check if there is a line **ActiveWindow.FreezePanes = False** then delete it.



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