

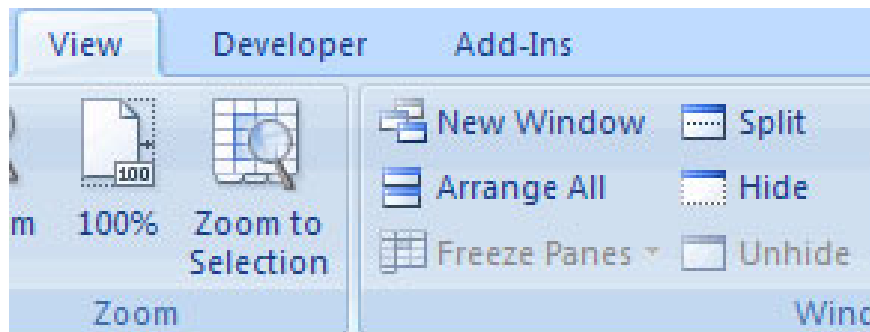
MS Excel 2007 - Lesson 14: Layout

In Excel 2007, you can split a spreadsheet into multiple regions to easily view each section of a spreadsheet.

TipsMake.com - Split spreadsheet

In Excel 2007, you can split a spreadsheet into multiple regions to easily view each section of a spreadsheet. To separate spreadsheets:

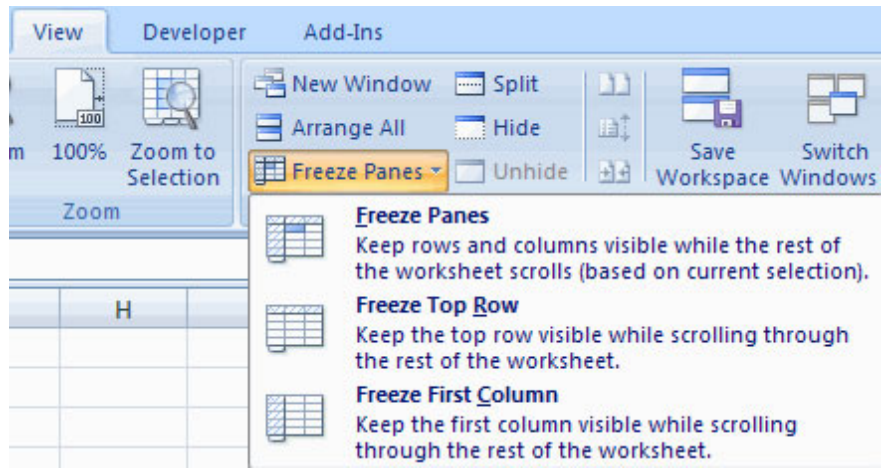
- Select the central cells of the spreadsheet you want to split
- Click the **Split** button on the **View** tab
- The screen separation notice appears, you can manipulate each section separately.



Making freezing rows and columns

You can select a specific part of a spreadsheet to keep it unchanged while working with other sections. This is done through the **Freeze Rows and Columns feature** (freezing rows and columns):

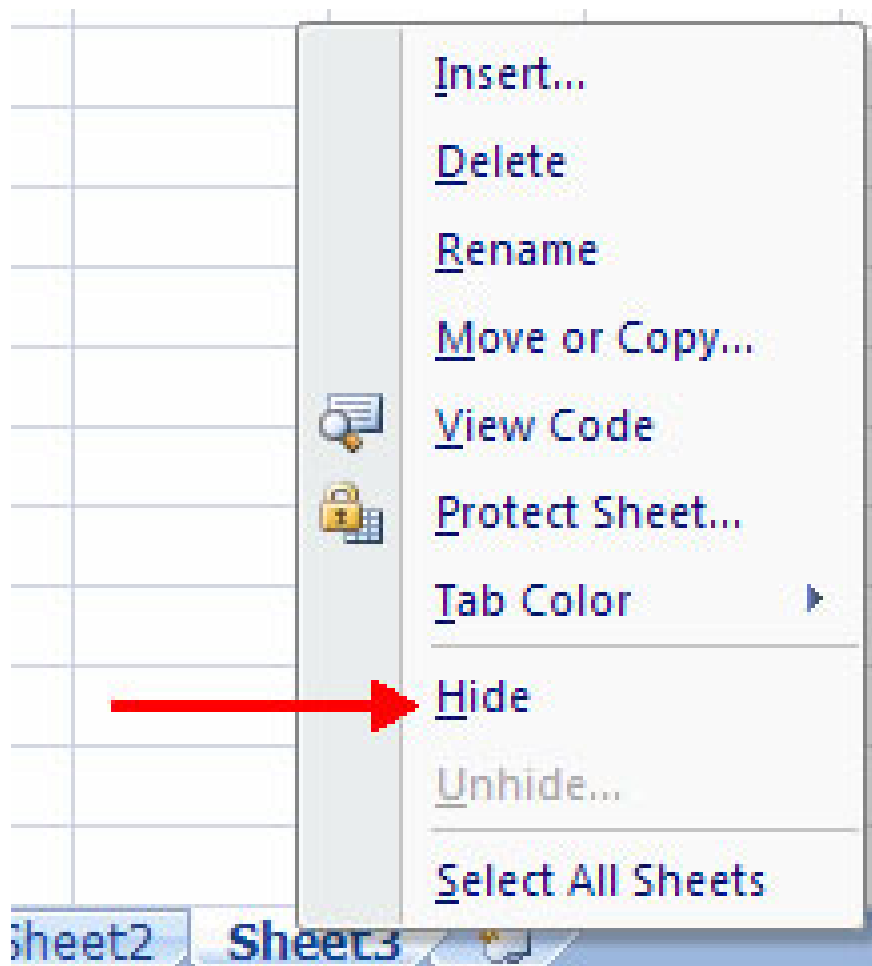
- Click the **Freeze Panes** button on the **View** tab
- Select a part to freeze or click at the beginning of each column or left side of the line
- To cancel the freeze application, click the Freeze Panes button
- Click **Unfreeze**



Hide the spreadsheet

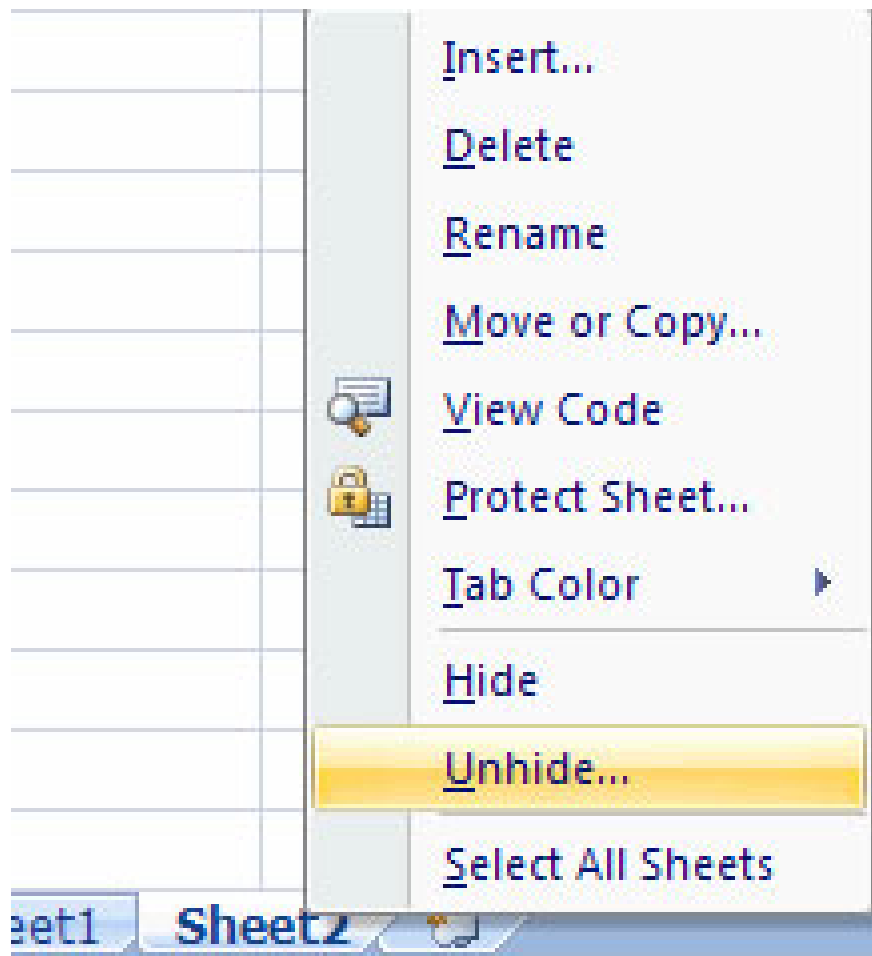
To hide spreadsheet:

- Select the sheet tab that you want to hide
- Right-click on that tab
- Click **Hide**



To cancel hidden spreadsheet:

- Right click on any spreadsheet
- Click **Unhide**
- Select a spreadsheet to cancel hiding.



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