

How to Freeze Rows and Columns in Excel.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW **VIEW** DEVELOPER ADD-INS ilker's POWER QUERY Spreadsheets

Normal Page Break Preview Page Layout Views Custom Views

Workbook Views

☒ Ruler ☒ Formula Bar ☐ Gridlines ☒ Headings

Show

Zoom 100% Zoom to Selection

New Window Arrange All

Freeze Panes

- Freeze Panes**
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- Freeze Top Row**
Keep the top row visible while scrolling through the rest of the worksheet.
- Freeze First Column**
Keep the first column visible while scrolling through the rest of the worksheet.

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	A	B	C	D	E	F	G	H
	Full Name	Hire Date	Location	State	Employment Type	Year	Base Salary	Bonus
1								
2	ZONIA BAILEY	3/5/2012	Valdosta	GA	Full-Time	2017	\$72,000	\$7,920 \$2,880 R&D
3	TAMMIE ROBINSON	7/13/2011	Gainesville	FL	Full-Time	2017	\$44,000	\$3,520 \$1,320 Administration
4	CHARLES W. BARNES, IV	6/5/2006	Valdosta	GA	Full-Time	2017	\$38,828	\$3,495 \$388 Administration
5	HALEY BATES	5/27/2010	Valdosta	GA	Full-Time	2017	\$81,662	\$7,350 \$817 Human Resources
6	JAMES BLAIR	3/8/2013	Panama City	FL	Full-Time	2017	\$80,784	\$6,463 \$3,231 IT
7	ERICA BLAKE	6/4/2012	Gainesville	FL	Full-Time	2017	\$87,633	\$10,516 \$3,505 Accounting
8	CORY RAY BRANT	10/4/2001	Gainesville	FL	Full-Time	2017	\$48,972	\$2,449 \$0 Administration
9	PRESTON BREEN	11/12/2012	Panama City	FL	Full-Time	2017	\$80,850	\$8,894 \$4,043 Human Resources
10	ALEXIS CARDIN	5/17/2010	Tallahassee	FL	Full-Time	2017	\$153,036	\$7,652 \$7,652 Administration
11	MONIQUE CHAVOUS	9/16/2010	Atlanta	GA	Full-Time	2017	\$75,075	\$4,505 \$751 IT
12	AMY DAY	5/22/2006	Dothan	AL	Full-Time	2017	\$70,632	\$5,651 \$2,119 Finance
13	DAVID DELACERDA	8/18/2011	Panama City	FL	Full-Time	2017	\$60,081	\$4,206 \$2,404 Marketing