

# **Technical Institute of Administration**

**Business Administration** 

# 6. Microsoft Excel - Working with Data- Freezing Panes and View Options

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# 6. Working with Data - Freezing Panes and View Options

#### 6.1.Introduction

Whenever you're working with a lot of data, it can be difficult to **compare** information in your workbook. Fortunately, Excel includes several tools that make it easier to view content from different parts of your workbook at the same time, including the ability to **freeze panes** and **split** your worksheet.

#### 6.2.To freeze rows:

You may want to see certain rows or columns all the time in your worksheet, especially **header cells**. By **freezing** rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

1. Select the **row** below the row(s) you want to **freeze**. In our example, we want to freeze rows **1** and **2**, so we'll select row **3**.

	А	В	С	D	E	F
1	2014-2015 Sal	es Data				
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



3. The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we've scrolled down to row **18**.

	A B		C D		E	F					
1	2014-2015 Sales Data										
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014					
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00					
19	Jameson, Robinsor	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00					
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00					
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00					

#### **6.3.**To freeze columns:

1. Select the **column** to the right of the column(s) you want to **freeze**. In our example, we want to freeze **column A**, so we'll select column **B**.

	A 🖡 B		с	D	E	F
1	2014-2015 Sal	es Data				
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

2. On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



3. The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

	A	E	F	G	Н	I
1	2014-2015 Sal					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00

If you only need to freeze the **top row** (row 1) or **first column** (column A) in the worksheet, you can simply select **Freeze Top Row** or **Freeze First Column** from the drop-down menu.



#### **6.4.To unfreeze panes:**

If you want to select a different view option, you may first need to reset the spreadsheet by unfreezing panes. To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.

View	♀ Tell me wh	nat you war	nt to do			
Zoom to Selection	New Arrang Window All	ge Freeze Panes <del>•</del>	Split Hide	CD View Side by Side EDÎ Synchronous Scrolling DD Reset Window Position W		
			<b>Un<u>f</u>reeze</b> Unlock all through th	Panes rows and columns to scroll re entire worksheet.		
E F			Freeze Top <u>R</u> ow Keep the top row visible while scrolling through the rest of the worksheet.			
pr 2014 ,548.00	May 2014 \$3,947.00		Freeze First <u>Column</u> Keep the first column visible while scrolling through the rest of the worksheet.			

### 6.5. Other view options

If your workbook contains a lot of content, it can sometimes be difficult to compare different sections. Excel includes additional options to make your workbooks easier to view and compare. For example, you can choose to **open a new window** for your workbook or **split a worksheet** into separate panes.

#### 6.5.1. To open a new window for the current workbook:

Excel allows you to open **multiple windows** for a single workbook at the same time. In our example, we'll use this feature to compare two different **worksheets** from the same workbook.

1. Click the View tab on the Ribbon, then select the New Window command.



2. A new window for the workbook will appear.

6		- <del>-</del> Exc	el2016_FreezeP	ane	es_Practice:1 - I	Excel					
F	File Home Ir	nsert   Page Layout	Formulas Dat	ta	Review View	ר Q ו	ell me Merc	ed Fl	₽ Share		
D	5 *	: X / fr	15346								
			15540		-		-	_			
1	A	B Sales Data	С		D		E	F			
2	Salesperson	Jan 2014	Feb 20	)14	Mar 20	14	Apr 2014	Mav	2014		
3	Albertson, Kath	ny \$3,799.00	\$4,16	F	<b>-</b> 5 -		÷	Evcel2016	FreezeDane	practice/2	- Ev
4	Allenson, Carol	\$18,930.00	\$3,99		ila Home	Incert		Eormul:	ac   Data	Penvienu   Vie	
5	Altman, Zoey	\$5,725.00	\$4,84	-	ne nome			Formula			•••
6	Bittiman, Willia	am \$1,344.00	\$3,69	A1	L Ŧ	:	× ✓	<i>f</i> <sub>x</sub> 20	)14-2015 S	ales Data	
7	Brennan, Micha	ael \$8,296.00	\$6,76		А		В		с	D	
8	Carlson, David	\$3,945.00	\$17,22	1	2014-201	.5 Sal	es Data				
9	Collman, Harry	\$8,337.00	\$1,13	2	Salesperson	1	Jan 20	14	Feb 2014	Mar	2014
10	Counts, Elizabe	eth \$3,742.00	\$17,98	3	Albertson, K	athy	\$3,799.	00	\$4,162.00	\$10,49	1.00
11	David, Chloe	\$7,605.00	\$13,18	4	Allenson, Ca	arol	\$18,930.	00	\$3,993.00	\$9,13	3.00
Bot	du	014-2015 Sales	2012-2013 3	5	Altman, Zoe	y	\$5,725.	00	\$4,848.00	\$8,74	1.00
Kea	idy			6	Bittiman, W	illiam	\$1,344.0	00	\$3,693.00	\$15,34	6.00
				7	Brennan, Mi	ichael	\$8,296.	00	\$6,767.00	\$14,79	1.00
				8	Carlson, Dav	/id	\$3,945.0	00 \$:	17,228.00	\$14,13	5.00
				9	Collman, Ha	rry	\$8,337.	00	\$1,137.00	\$9,20	3.00
					Counts, Eliza	abeth	\$3,742.	00 \$:	17,982.00	\$9,94	9.00
				11	David, Chloe	2014	\$7,605.	00 \$:	13,184.00	\$10,98	6.00
				-	• •	2014	-2015 Sales	2012-20	JIB Sale .	·· (+) :	
				Rea	idy						

 You can now compare different worksheets from the same workbook across windows. In our example, we'll select the 2013 Sales Detailed View worksheet to compare 2012 and 2013 sales.

E	E		<b>∓</b> Б	cel2016_Freeze	Pane	es_Practice:1 - I	Excel	Ā	—				
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		1. [		c									
	*		×	× 15346							~		
	А		В	С		D		E		F			
1	2014-201	.5 Sal	es Data										
2	Salesperson	1	Jan 201	4 Feb 2	2014	Mar 20	14	Apr 2014	I	May 2014			
3	Albertson, k	athy	\$3,799.0	0 \$4,16	l				Excel2	016_FreezePa	anes_l	Practice	::2 - Exe
4	Allenson, Ca	arol	\$18,930.0	0 \$3,99	F	- ile Home	Insert	t   Page Layou	t   For	mulas Data	a   Re	view	View
5	Altman, Zoe	y	\$5,725.0	0 \$4,84				1 3 3		I	1	· ·	· ·
6	Bittiman, W	illiam	\$1,344.0	0 \$3,69	A	1 -		$\times$ $\checkmark$	$f_{\mathcal{K}}$	2012-201	3 Sal	es Dat	а
7	Brennan, M	ichael	\$8,296.0	0 \$6,76		А		В		с		D	
8	Carlson, Dav	/id	\$3,945.0	0 \$17,22	1	2012-201	.3 Sal	es Data					
9	Collman, Ha	rry	\$8,337.0	0 \$1,13	2	Salesperson		Jan 20	12	Feb 20	12	Ma	ar 2012
10	Counts, Eliza	abeth	\$3,742.0	0 \$17,98	3	Albertson, K	athv	\$5.076	.00	\$12.037.	00	Ś2.	366.00
11	David, Chloe	2	\$7,605.0	0 \$13,18	4	Allenson, Ca	, arol	\$12,148	.00	\$5,301.	00	\$10,	194.00
	• •	2014	2015 Sales	2012-2013 S	5	Altman, Zoe	v	\$6,684	.00	\$948.	00	\$6,	918.00
Rea	ldy				6	Bittiman, W	illiam	\$14,808	.00	\$4,299.	00	\$9,	439.00
					7	Brennan, Mi	chael	\$14,374	.00	\$16,041.	00	\$16,	485.00
					8	Carlson, Dav	vid	\$8,404	.00	\$5,581.	00	\$1,	067.00
					9	Collman, Ha	rry	\$15,160	.00	\$6,286.	00	\$14,	785.00
						Counts, Eliza	abeth	\$13,817	.00	\$11,727.	00	\$13,	023.00
						David, Chloe	2	\$11,190	.00	\$6,614.	00	\$6,	279.00
						•	2014	-2015 Sales	201	2-2013 Sal	es	(+	)
					Rea	ady				13			E

If you have several windows open at the same time, you can use the **Arrange All** command to rearrange them quickly.

View	♀ Tell	${f Q}$ Tell me what you want to do							
Zoom to Selection	New Window	Arrange All	Freeze Panes *	Split Hide	EB View EB Synch EB Reset				
=	F	Arrang Stack y can se	<b>je All</b> /our ope e all of tl	n windows so hem at once.	you				

## 6.5.2. To split a worksheet:

Sometimes you may want to compare different sections of the same workbook without creating a new window. The **Split** command allows you to **divide** the worksheet into multiple panes that scroll separately.

1. Select the **cell** where you want to split the worksheet. In our example, we'll select cell **D6**.

	А	В	С	D	E	F
1	2014-2015 Sal	es Data				
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00

2. Click the View tab on the Ribbon, then select the Split command.

View	♀ Tell me what	you wan	nt to do	
Zoom to Selection	New Arrange Window All	Freeze Panes *	Hide Unhide	C View Side by Side E Synchronous Scrolling D Reset Window Position ndow
E	F	G	<b>Split</b> Divide the v panes that o	vindow into different each scroll separately.

3. The workbook will be **split** into different **panes**. You can scroll through each pane separately using the **scroll bars**, allowing you to compare different sections of the workbook.

	Α	В	с	I.	J	К	
1	2014-2015 Sal	es Data					
2	Salesperson	Jan 2014	Feb 2014	Aug 2014	Sep 2014	Oct 2014	
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$1,117.00	\$8,237.00	\$8,690.00	
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$1,100.00	\$10,185.00	\$18,749.00	
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$2,116.00	\$13,452.00	\$8,046.00	-
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$1,040.00	\$10,024.00	\$18,389.00	
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$1,126.00	\$5,503.00	\$10,686.00	
16	Flores, Tia	\$12,398.00	\$13,779.00	\$2,014.00	\$13,547.00	\$21,983.00	
17	Ford, Victor	\$3,251.00	\$13,670.00	\$1,054.00	\$9,543.00	\$11,967.00	
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$1,389.00	\$10,468.00	\$12,677.00	
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$1,058.00	\$6,267.00	\$14,982.00	-
	< ▶ 2014	🕂 : 🖪	Þ	•		•	]

4. After creating a split, you can click and drag the vertical and horizontal dividers to change the size of each section.

To remove the split, click the **Split** command again.