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Freezing and Unfreezing Columns in Excel can help keep key information like headers or labels visible regardless of how far you scroll. Here's a step-by-step guide on how to freeze columns in Excel: Step 1: Open the Excel Spreadsheet and Identify the Column You Need to Freeze. Selecting the correct column is crucial, especially if it contains important identifiers like employee names, IDs, or product codes. Step 2: Navigate to the View Tab and Click on Freeze Panes. Go to the View tab at the top of your Excel window and click on Freeze Panes from the dropdown menu. This will open a new section with options for freezing rows and columns. To freeze two columns in excel, you need to follow these steps:Step 1: Open Your WorksheetOpen the excel file where you want to freeze the columns.Step 2: Select the Third Column Click on the header of the third column, this is the column immediately to the right of the two columns you want to freeze.Select a Column Step 3: Go to the View Tab and Select Freeze PanesClick on the view tab, and then click on the freeze panes dropdown.Select Freeze Panes from the options. This will lock the first two columns, so columns A and B remain visible as you scroll horizontally.Select the cell below the rows and to the right of the columns you want to freeze.Windows: Press Alt + W + F + FMac: Navigate to the Freeze Panes option under the View tab.Select Column>> View Tab>> Freeze Panes Drop Down>>Freeze PanesStep 4: Preview the ResultsScroll horizontally through your worksheet. Columns A and B will stay frozen, making navigation through large datasets easier. To freeze specific rows and columns in Microsoft Excel, follow these steps: Click the "View" tab and then click on the "Freeze Panes" menu. Select either "Freeze Top Row" or "Freeze First Column" depending on your needs. This will lock those rows or columns into place while you scroll through the spreadsheet. To unfreeze, simply click on the "Freeze Panes" menu again and select "Unfreeze Panes". On mobile devices, tap "Home" → "View" → "Freeze Top Row" or "Freeze First Column" to lock rows or columns in place. Only whole rows or columns can be frozen; it's not possible to freeze individual cells. Freezing Cells in Microsoft Excel To freeze multiple rows and columns in Excel, you need to select a cell diagonally below and to the right of the area you want to freeze. You can use the 'Split' option to create a moveable division without freezing. To unfreeze panes, go back to the 'View' > 'Freeze Panes' menu and select 'Unfreeze Panes.' Remember that freezing panes only affects your view, not the actual data or structure. To freeze a row and column in Excel, you can select any data cell and then lock the top rows or first column using the Freeze Panes option. This feature helps to view the dataset headers when navigating up or right across the worksheet. Firstly, go to the "View" tab on the ribbon in your sheet. Then, choose the Freeze Top Row option from the Freeze Panes drop-down menu in the Window group of the View tab to lock the top rows. Similarly, to lock the first column, choose the Freeze First Column option from the Freeze Panes drop-down selection in the Window category of the navigation pane. Alternatively, you can also unlock the frozen panes by choosing the Unfreeze Panes option from the same menu. This will allow you to scroll through your worksheet without any restrictions. If the Freeze Panes button is not working, it's likely due to being within a cell or because your spreadsheet has been password-protected. In this case, press the Enter or Esc key to exit the cell and unprotect the worksheet before freezing the rows or columns. To freeze multiple panes, you can select any data cell and then choose the Freeze Panes option. This will lock all the rows and columns above and to the left of the selected cell. The process of unfreezing columns in a worksheet involves using the same command as freezing rows, which is found in the "View" tab. Additionally, there are two other commands available: "Freeze Top Row" and "Freeze First Column," which can only be used for freezing specific parts of the table. For example, if you want to freeze row 1 or column A cell, you can use these commands. Moreover, it is possible to lock both rows and columns simultaneously, rather than just one at a time. When using the "Freeze Panes" command, you need to select the cell above where you want to freeze the panes. Then, you can click on the "View" tab and select the command from there. For instance, let's take an example of a timesheet in which we need to see columns B and row 7 throughout the worksheet. In this case, we have to choose cell H4 as our reference point for freezing the columns and rows. After selecting the cell, you can click on the "View" tab and select the "Freeze Panes" command. By using the "Freeze Panes" command, you can freeze the columns and rows of Excel cells, which will remain displayed on the screen regardless of how much you magnify or scroll through the cells. This is particularly useful for reports like a weekly attendance report of a class.

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