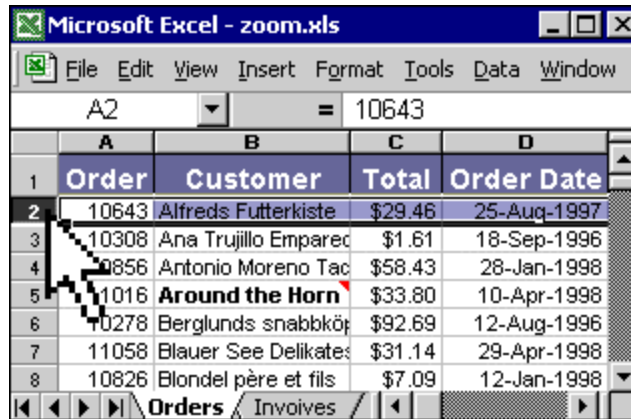


Don't Lose Sight of Your Column or Row Headings in Excel

Would you like to see the column headings on your Microsoft Excel spreadsheets no matter how far down you scroll? Here is one way to keep the column headings constantly visible:

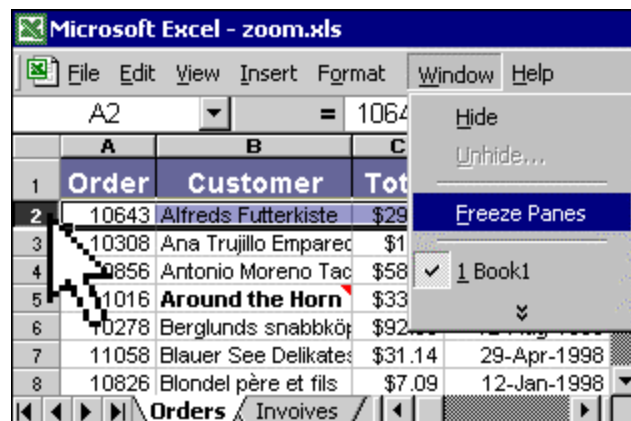
Step 1: Select the row just below your column headings.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - zoom.xls". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, and Window. The active cell is A2, containing the value 10643. The spreadsheet has four columns: A (Order), B (Customer), C (Total), and D (Order Date). The data rows are as follows:

	A	B	C	D
1	Order	Customer	Total	Order Date
2	10643	Alfreds Futterkiste	\$29.46	25-Aug-1997
3	10308	Ana Trujillo Empared	\$1.61	18-Sep-1996
4	10856	Antonio Moreno Tac	\$58.43	28-Jan-1998
5	10116	Around the Horn	\$33.80	10-Apr-1998
6	10278	Berglunds snabbköp	\$92.69	12-Aug-1996
7	11058	Blauer See Delikates	\$31.14	29-Apr-1998
8	10826	Blondel père et fils	\$7.09	12-Jan-1998

Step 2: On the **Window** menu, click **Freeze Panes**.



The screenshot shows the same Microsoft Excel window as in Step 1, but with the Window menu open. The "Freeze Panes" option is highlighted. The spreadsheet data is the same as in the previous screenshot.

The "frozen" column headings don't scroll, but remain visible as you move through the rest of the worksheet.

The same can also be done for **Row Headings**. Select the column just to the right of the headings, go to the **Window** menu, then click **Freeze Panes**.