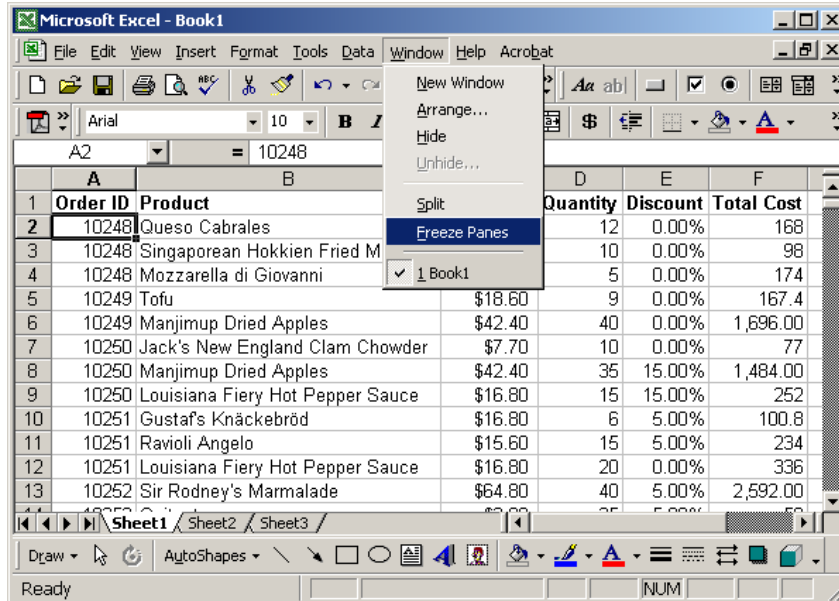


Excel: Freeze panes in Excel 2003/XP/2000/97

Question: In Excel 2003/XP/2000/97, I have a spreadsheet with column headings. I need a way to scroll down the rows, but still see the column headings. How can I do this?

Answer: If you need to see the column headings even after scrolling, you could try freezing the pane in Excel. To do this, open your Excel spreadsheet. Select the cell that is below the right-most column heading that you wish to see. Then under the Window menu, select Freeze Panes.

In the example, we've selected cell A2 which is just below the "Order ID" heading.



Now when you scroll down, you should still continue to see the column headings.

