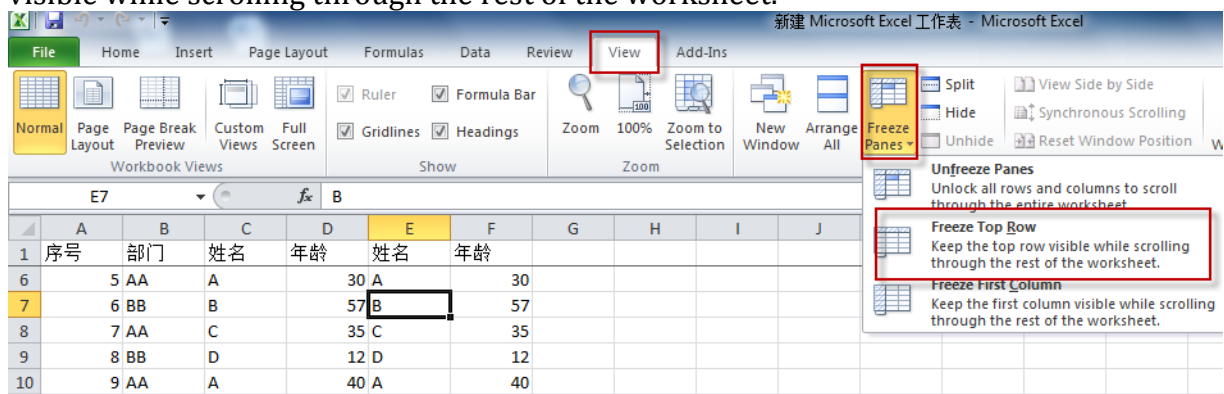


## Freeze header content scrolling

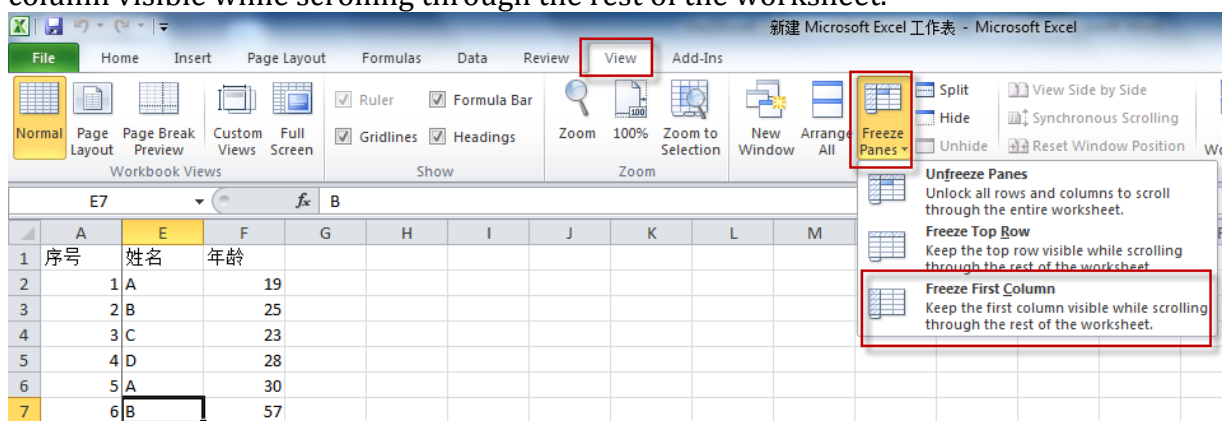
When Excel content scroll too long, it is possible to forget what each column's title. If you scroll the mouse, first line of the header does not move, scrolling the contents starting from the second row, browsing a lot easier. Using **freeze panes** function can solve the problem. This time, we'll give you a detailed introduction on how to use **freeze panes** function.

### Steps:

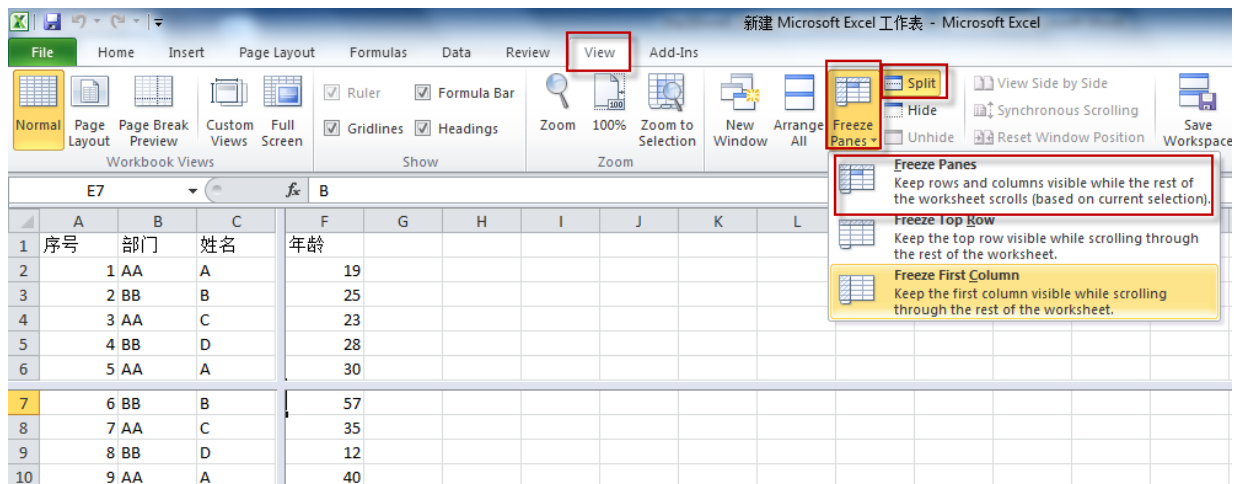
1. **Freeze Top Row**, click **View** → **Freeze Panes** → **Freeze Top Row**, Keep the top row visible while scrolling through the rest of the worksheet.



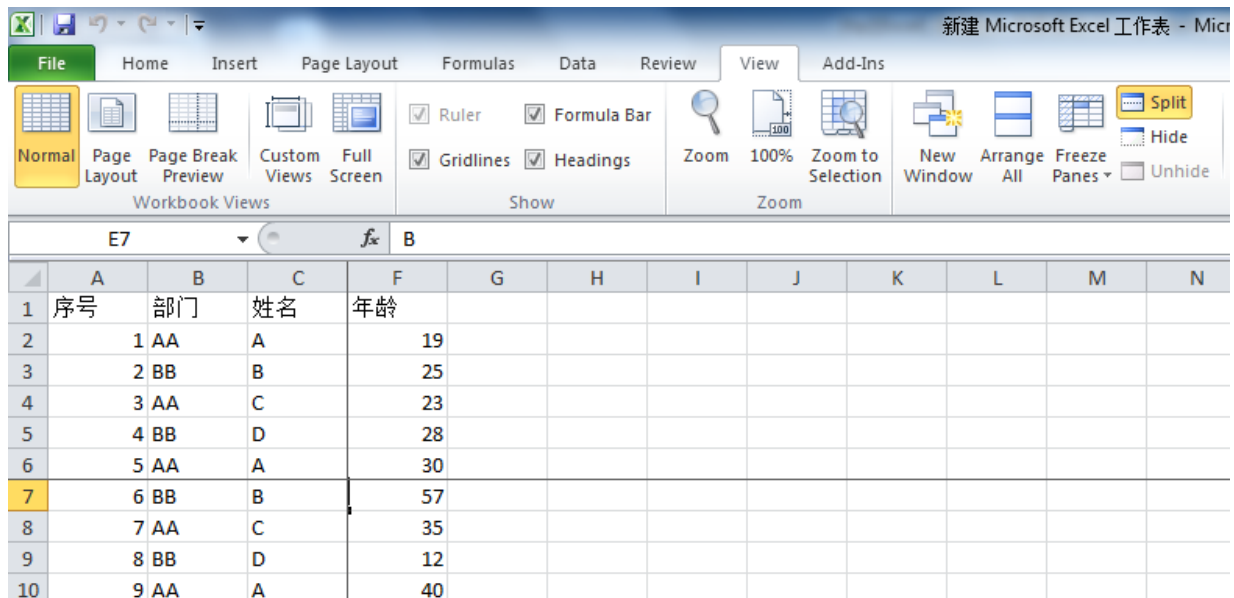
2. **Freeze First Column**, Click **View** → **Freeze Panes** → **Freeze First Column**, Keep the first column visible while scrolling through the rest of the worksheet.



3. **Freeze Panes**, click **View** → **Split**, Adjust rows and columns, then click **View** → **Freeze Panes** → **Freeze Panes**, Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).



Examples: Freeze Row 1 to 6, Column to C



4. Finally in the freeze worksheets, click **View** → **Freeze Panes** → **Unfreeze Panes**, release all locks, scrolling through the entire worksheet.

See you next week.