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**Sent:** Thursday, July 25, 2019 8:56 AM

**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- How to Freeze Rows and/or Columns in Excel

## How to Freeze Rows and/or Columns in Excel

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk Triage  
and Computer Tech in  
MT-403



### QUESTION:

When I scroll down in my huge spreadsheet, the column headings (in Row 1) disappear off my screen. That can make it confusing since I need the headings to accurately work with the data in the columns.

Can I keep those column headings on my screen even if I scroll down many rows?

### ANSWER:

Yes you can, and it's easy. 😊

See this quick (1 minute) tutorial here: <https://www.youtube.com/watch?v=y-7xAjREZPo>

(You can do something similar for columns too.)

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>