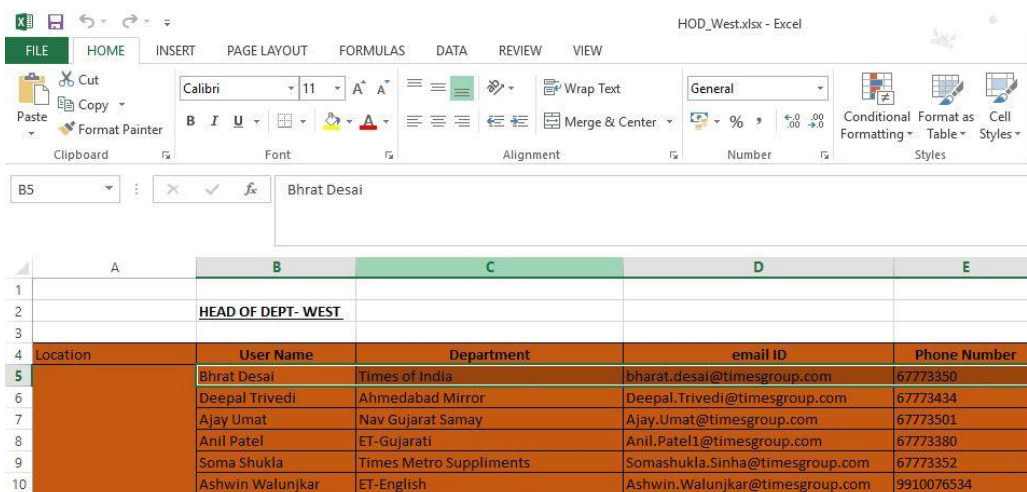


DID YOU KNOW?

How to use freeze panes feature in Ms-excel

Whenever you're working with a lot of data, it can be difficult to compare information in your workbook. Fortunately, Excel includes several tools that make it easier to view content from different parts of your workbook at the same time, such as the ability to freeze panes and split your worksheet.

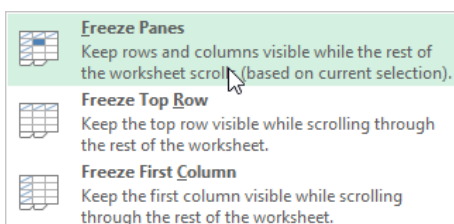
- 1) Select the row below the row(s) you want to freeze. In our example, we want to freeze rows 1,2,3 and 4 so we'll select row 5.



- 2) Click the View tab on the Ribbon.



- 3) Select the Freeze Panes command, then choose Freeze Panes from the drop-down menu.



- 4) The rows will be frozen in place, as indicated by the grey line. You can scroll down the worksheet while continuing to view the frozen rows at the top.

F8					
	A	B	C	D	E
1					
2		HEAD OF DEPT- WEST			
3					
4	Location	User Name	Department	email ID	Phone Number
20		Uttam Singh	Times Foundation	uttam.sharma@timesgroup.com	67773484
21		Kinjal Desai	WWM	kinjal.desai@wwm.co.in	67773410
22	Nagpur	Sunil Shandilya	Response	Sunil.Shandilya@timesgroup.com	9819639273
23		Sunil Warriar	TOI	Sunil.Warrier@timesgroup.com	9922924848
24		Shripad Aparajit	MT	Shripad.Aparajit@timesgroup.com	9922202288
25		Manjul Verma	Production	Manjul.Verma@timesgroup.com	9811154749
26		Vinita Chaturvedi	Nagpur Times	Vinita.Chaturvedi@timesgroup.com	9822576948
27		Sandeep Wardhane	Admin	Sandeep.Wardhane@timesgroup.com	9890844943
28		Mahesh.Mishra	RMD	Mahesh.Mishra1@timesgroup.com	9822244077
29	Goa	Sonu Kumar	Response	sonu.kumar@timesgroup.com	919975630000
30		KR Sreenivas	TOI	KR.Sreenivas@timesgroup.com	919766060007
31		Kritika Kapoor	Goa Times	Kritika.Kapoor@timesgroup.com	917350703334
32		Anil Kumar	Admin	Kumar.Anil@timesgroup.com	917350703334
33		Gopi Kalwar	RMD	Gopi.Kalwar@timesgroup.com	919881075752
34		Pankaj Khasnis	Production	Pankaj.Khasnis@timesgroup.com	919921009711
35		Sudipta Basu	Pune Mirror	Sudipta.Basu@timesgrou.com	9820176891
36		Lloyd Fernandes	Response-Revenue Assurance dept	Lloyd.Fernandes@timesgroup.com	9820218331
37		Arpita Kumbhar	Response- Shandilya	Arpita.Kumbhar@timesgroup.com	9822244077

THANK YOU