

Guided LAB 331.3.1: Freezing Panes and View Options Features

Lab Overview:

Working with extensive datasets can make it challenging to compare information within a workbook. Thankfully, Excel provides powerful tools to help you view data from different sections simultaneously, such as **Freeze Panes** and the **Split** feature.

In this lab, you will learn how to use these features effectively to streamline your data analysis:

- **Freezing Panes:** Keep specific rows or columns visible while scrolling through your worksheet.
- **Splitting the Worksheet:** Divide your worksheet into separate panes that can be scrolled independently for easier comparison.

Learning Objective:

By the end of this lesson, learners will be able to:

- Identify the purpose of the Freeze Panes and **Split** features in Excel.
 - Navigate and compare large datasets more efficiently using these essential Excel tools.
 - Use the **Freeze Panes** feature to lock specific rows or columns in place, enabling easier navigation of large datasets.
 - Apply the **Split** feature to divide your worksheet into multiple panes, allowing simultaneous viewing of different sections for efficient data comparison.
-

Sample Dataset:

→ [Click here to Download Sample file for this lab](#)

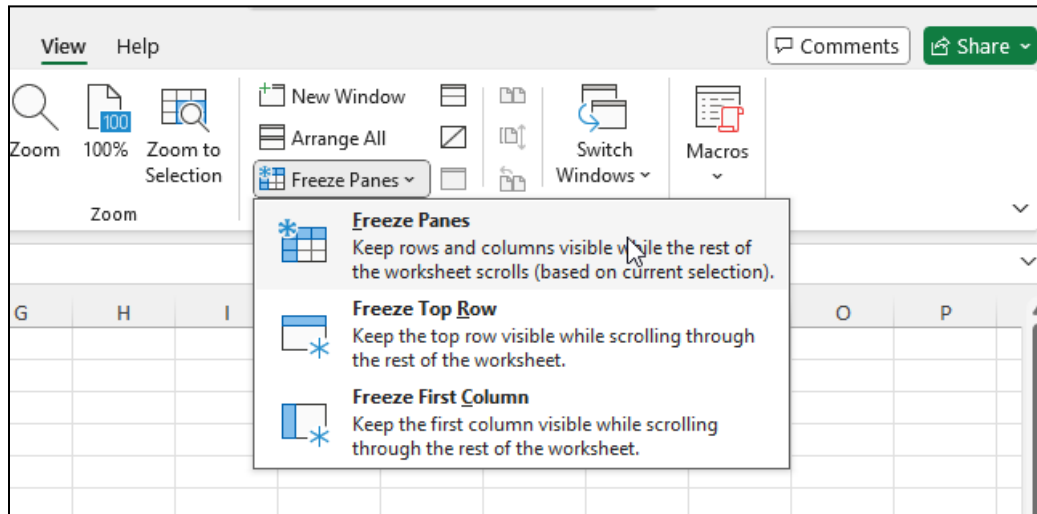
Section 1: Freeze Panel

Example: Freeze Rows:

1. Select the **row** below the row(s) you want to **freeze**. In our example, we want to freeze rows **1** and **2**, so we will select row **3**, as shown in the below screenshot.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

2. Go to the **View tab** and click on **Freeze Panes**, then choose **Freeze Panes** from the drop-down menu, as shown in the below screenshot.



3. The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top. In our example, we have scrolled down to row **18**.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00
20	Kellerman, Frances	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00

You will notice a gray line indicating that the rows are now frozen. As you scroll down the worksheet, the frozen rows will remain visible at the top. For example, if you scroll down to row 18, rows 1 and 2 will still be displayed.

Before Freezing Panes:



	A	B	C	D	E	F	G	H	I	
1	2014-2015 Sales Data									
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00	\$1
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00	\$1
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00	\$
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00	\$
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00	\$1
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00	\$521.00	\$4,505.00	\$1,024.00	\$
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00	\$
12	Davis, William	\$5,304.00	\$5,593.00	\$9,928.00	\$17,434.00	\$5,363.00	\$1,562.00	\$2,945.00	\$1,176.00	\$
13	Dumlao, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00	\$2,779.00	\$7,549.00	\$1,101.00	\$
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$19,874.00	\$18,870.00	\$3,860.00	\$3,470.00	\$3,862.00	\$1,040.00	\$1
15	Ferguson, Elizabeth	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00	\$1,913.00	\$4,596.00	\$1,126.00	\$
16	Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$2,883.00	\$2,142.00	\$2,014.00	\$1
17	Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$4,931.00	\$8,283.00	\$1,054.00	\$
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00	\$1
19	Jameson, Robinso	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00	\$
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00	\$4,172.00	\$11,074.00	\$1,282.00	\$
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00	\$2,011.00	\$3,807.00	\$1,348.00	\$1
22	Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,340.00	\$7,973.00	\$2,586.00	\$2,398.00	\$2,453.00	\$1,020.00	\$
23	Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$4,960.00	\$11,507.00	\$1,010.00	\$
24	Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$4,060.00	\$7,056.00	\$1,555.00	\$
25	Post, Melissa	\$18,252.00	\$11,534.00	\$16,895.00	\$4,554.00	\$4,222.00	\$3,317.00	\$5,849.00	\$2,081.00	\$1
26	Robinson, Betty	\$8,548.00	\$7,020.00	\$11,442.00	\$18,930.00	\$5,929.00	\$3,127.00	\$7,971.00	\$1,114.00	\$
27	Shadow, Elizabeth	\$9,945.00	\$5,296.00	\$6,821.00	\$13,982.00	\$4,270.00	\$4,263.00	\$4,999.00	\$1,052.00	\$
28	Smith, Harold	\$4,761.00	\$7,403.00	\$6,749.00	\$11,507.00	\$5,421.00	\$4,728.00	\$7,158.00	\$1,116.00	\$
29	Thomas, Robert	\$9,865.00	\$15,226.00	\$14,401.00	\$9,031.00	\$3,259.00	\$3,679.00	\$8,406.00	\$2,123.00	\$1

After Freezing Panes:

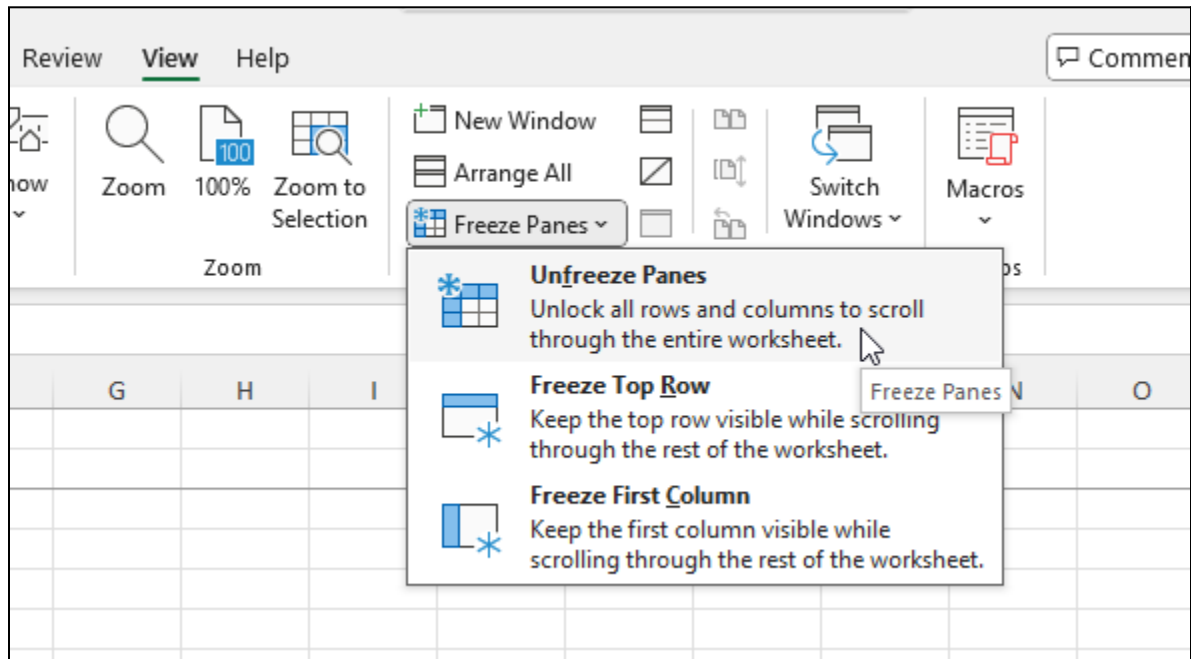
(I froze rows 1-7, and scrolled down all the way to row 14)



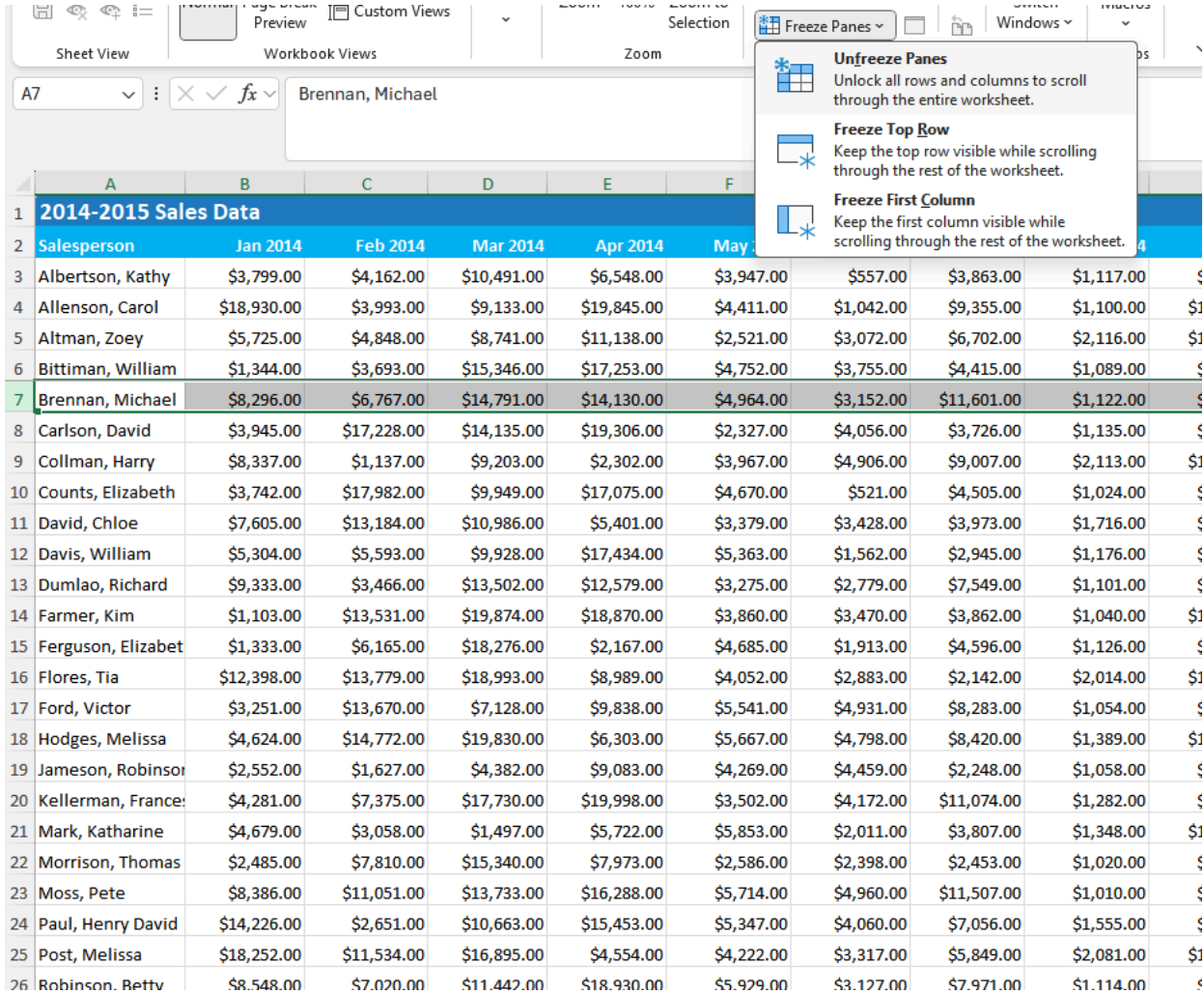
	A	B	C	D	E	F	G	H	I	
1	2014-2015 Sales Data									
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$
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Example: Unfreeze Panes

If you want to select a different view option, you may first need to reset the spreadsheet by unfreezing panes. To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



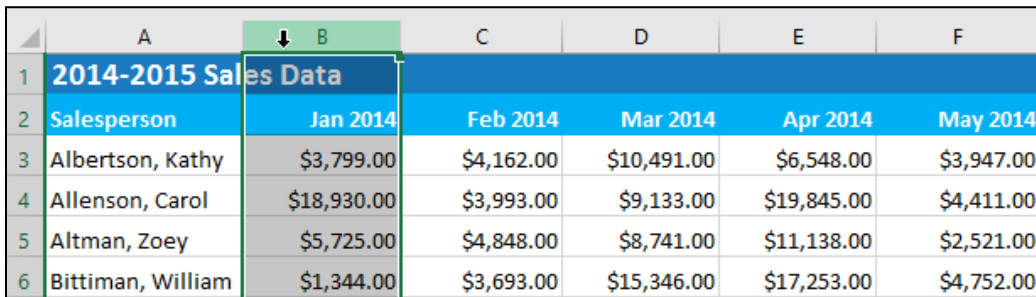
After un-freezing:
Back to normal!



	A	B	C	D	E	F	G	H	I
1	2014-2015 Sales Data								
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014			
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
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5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00
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8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00	\$521.00	\$4,505.00	\$1,024.00
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12	Davis, William	\$5,304.00	\$5,593.00	\$9,928.00	\$17,434.00	\$5,363.00	\$1,562.00	\$2,945.00	\$1,176.00
13	Dumlao, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00	\$2,779.00	\$7,549.00	\$1,101.00
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$19,874.00	\$18,870.00	\$3,860.00	\$3,470.00	\$3,862.00	\$1,040.00
15	Ferguson, Elizabeth	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00	\$1,913.00	\$4,596.00	\$1,126.00
16	Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$2,883.00	\$2,142.00	\$2,014.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$4,931.00	\$8,283.00	\$1,054.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00
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23	Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$4,960.00	\$11,507.00	\$1,010.00
24	Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$4,060.00	\$7,056.00	\$1,555.00
25	Post, Melissa	\$18,252.00	\$11,534.00	\$16,895.00	\$4,554.00	\$4,222.00	\$3,317.00	\$5,849.00	\$2,081.00
26	Robinson, Betty	\$8,548.00	\$7,020.00	\$11,442.00	\$18,930.00	\$5,929.00	\$3,127.00	\$7,971.00	\$1,114.00

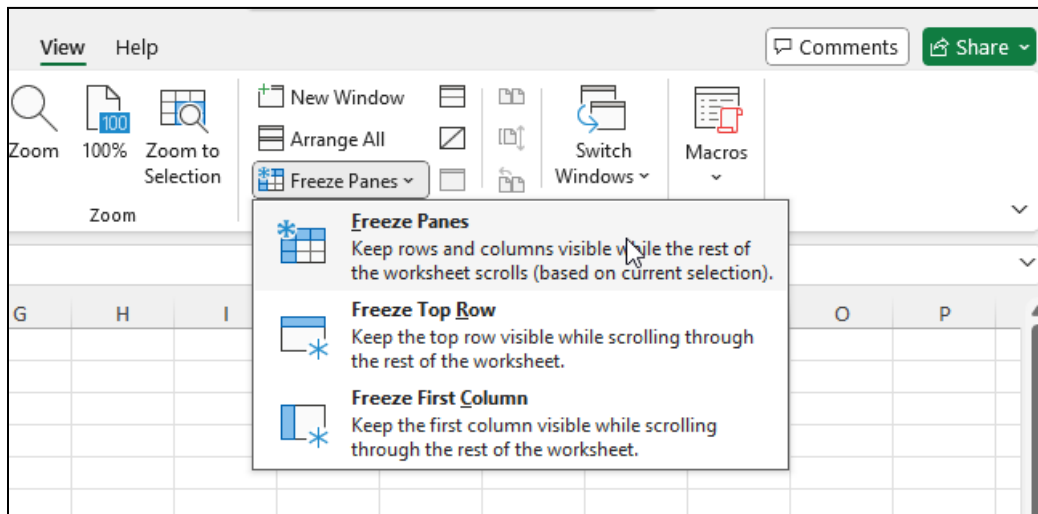
Example: Freeze Columns:

1. Select the **column** to the right of the column(s) you want to **freeze**.
In our example, we want to freeze **column A**, so we will select column **B**.



	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00

- On the **View** tab, select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu, as shown in the below screenshot.



- The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

	A	E	F	G	H	I
1	2014-2015 Sal					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00

Before (freezing the columns):



	A	B	C	D	E	F	G	H	I
1	2014-2015 Sales Data								
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
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16	Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$2,883.00	\$2,142.00	\$2,014.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$4,931.00	\$8,283.00	\$1,054.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00	\$4,172.00	\$11,074.00	\$1,282.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00	\$2,011.00	\$3,807.00	\$1,348.00
22	Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,340.00	\$7,973.00	\$2,586.00	\$2,398.00	\$2,453.00	\$1,020.00
23	Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$4,960.00	\$11,507.00	\$1,010.00
24	Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$4,060.00	\$7,056.00	\$1,555.00
25	Post, Melissa	\$18,252.00	\$11,534.00	\$16,895.00	\$4,554.00	\$4,222.00	\$3,317.00	\$5,849.00	\$2,081.00
26	Robinson, Betty	\$8,548.00	\$7,020.00	\$11,442.00	\$18,930.00	\$5,929.00	\$3,127.00	\$7,971.00	\$1,114.00
27	Shadow, Elizabeth	\$9,945.00	\$5,296.00	\$6,821.00	\$13,982.00	\$4,270.00	\$4,263.00	\$4,999.00	\$1,052.00
28	Smith, Harold	\$4,761.00	\$7,403.00	\$6,749.00	\$11,507.00	\$5,421.00	\$4,728.00	\$7,158.00	\$1,116.00
29	Thomas, Robert	\$9,865.00	\$15,226.00	\$14,401.00	\$9,031.00	\$3,259.00	\$3,679.00	\$8,406.00	\$2,123.00

After (freezing the columns):

I only froze columns A-C and scrolled all the way down to the last column.

	A	B	C	P	Q	R	S	T	U	V	W
1	2014-2015 Sales Data										
2	Salesperson	Jan 2014	Feb 2014	Mar 2015	Apr 2015	May 2015	Jun 2015				
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$8,624.00	\$4,264.00	\$11,627.00	\$9,211.00				
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$18,932.00	\$2,310.00	\$18,072.00	\$6,944.00				
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$4,912.00	\$19,032.00	\$2,651.00	\$9,401.00				
6	Bittman, William	\$1,344.00	\$3,693.00	\$1,561.00	\$9,611.00	\$14,909.00	\$15,173.00				
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$18,982.00	\$13,653.00	\$14,974.00	\$10,053.00				
8	Carlson, David	\$3,945.00	\$17,228.00	\$15,481.00	\$5,093.00	\$13,608.00	\$8,936.00				
9	Collman, Harry	\$8,337.00	\$1,137.00	\$3,793.00	\$11,299.00	\$17,917.00	\$12,387.00				
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$8,026.00	\$5,367.00	\$6,729.00	\$15,986.00				
11	David, Chloe	\$7,605.00	\$13,184.00	\$7,787.00	\$11,646.00	\$11,085.00	\$9,286.00				
12	Davis, William	\$5,304.00	\$5,593.00	\$18,246.00	\$18,059.00	\$16,578.00	\$7,250.00				
13	Dumlao, Richard	\$9,333.00	\$3,466.00	\$16,917.00	\$10,951.00	\$5,141.00	\$18,489.00				
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$19,581.00	\$10,915.00	\$10,729.00	\$1,641.00				
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$12,400.00	\$8,608.00	\$14,501.00	\$8,208.00				
16	Flores, Tia	\$12,398.00	\$13,779.00	\$14,914.00	\$10,992.00	\$11,280.00	\$15,446.00				
17	Ford, Victor	\$3,251.00	\$13,670.00	\$13,774.00	\$8,111.00	\$1,380.00	\$4,748.00				
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$14,246.00	\$14,454.00	\$4,699.00	\$9,647.00				
19	Jameson, Robinson	\$2,552.00	\$1,627.00	\$1,603.00	\$7,006.00	\$6,604.00	\$10,585.00				
20	Kellerman, France	\$4,281.00	\$7,375.00	\$1,422.00	\$16,004.00	\$16,958.00	\$10,902.00				
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$19,506.00	\$8,535.00	\$17,382.00	\$3,231.00				
22	Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,947.00	\$10,588.00	\$2,191.00	\$16,987.00				
23	Moss, Pete	\$8,386.00	\$11,051.00	\$19,679.00	\$5,003.00	\$3,215.00	\$18,439.00				
24	Paul, Henry David	\$14,226.00	\$2,651.00	\$8,730.00	\$7,486.00	\$3,646.00	\$14,720.00				
25	Post, Melissa	\$18,252.00	\$11,534.00	\$12,904.00	\$2,278.00	\$12,659.00	\$7,674.00				
26	Robinson, Betty	\$8,548.00	\$7,020.00	\$8,895.00	\$1,892.00	\$15,434.00	\$9,598.00				
27	Shadow, Elizabeth	\$9,945.00	\$5,296.00	\$1,653.00	\$9,176.00	\$12,624.00	\$13,914.00				
28	Smith, Harold	\$4,761.00	\$7,403.00	\$12,535.00	\$19,307.00	\$2,867.00	\$6,394.00				
29	Thomas, Robert	\$9,865.00	\$15,226.00	\$14,841.00	\$13,340.00	\$10,684.00	\$4,229.00				

Note: If you only need to freeze the **top row** (row 1) or **first column** (column A) in the worksheet, you can simply select **Freeze Top Row** or **Freeze First Column** from the drop-down menu.

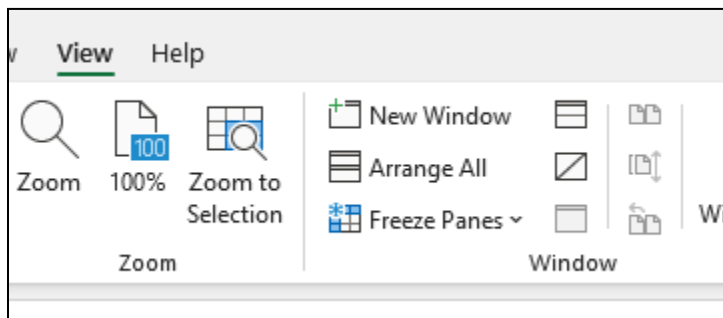
Section 2: Other view options

If your workbook contains a lot of content, it can sometimes be difficult to compare different sections. Excel includes additional options to make your workbooks easier to view and compare. For example, you can choose to **open a new window** for your workbook or **split a worksheet** into separate panes.

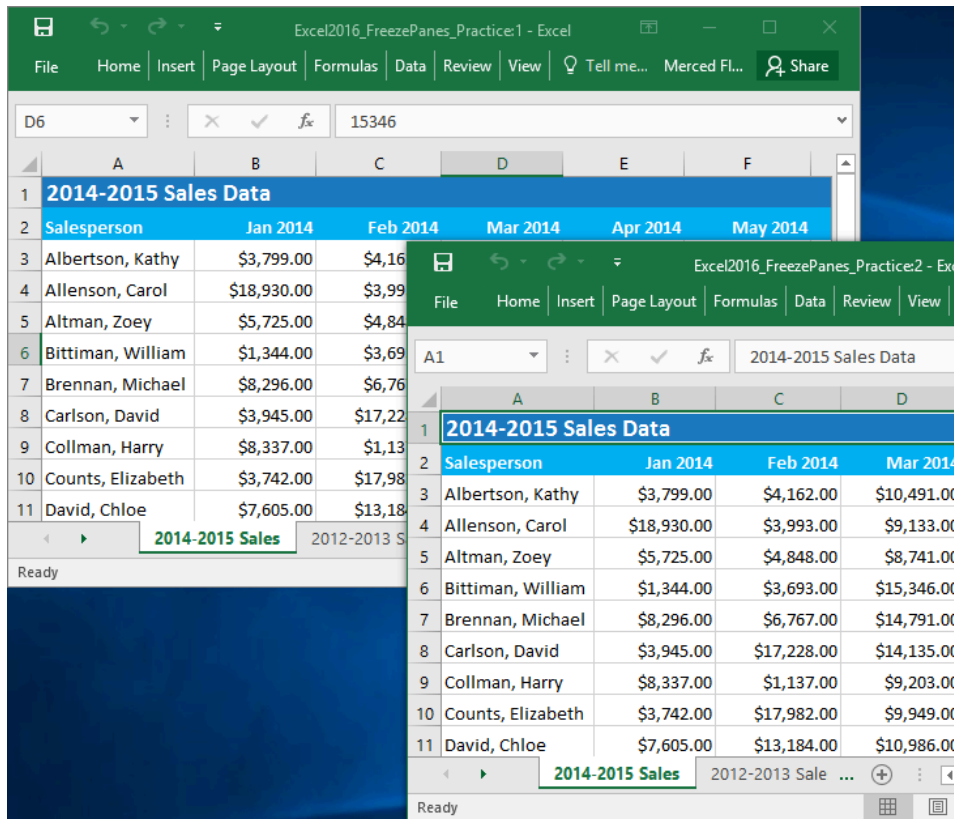
Example: Opening a New Window for the Current Workbook

Excel allows you to open **multiple windows** for a single workbook at the same time. In our example, we will use this feature to compare two different **worksheets** from the same workbook.

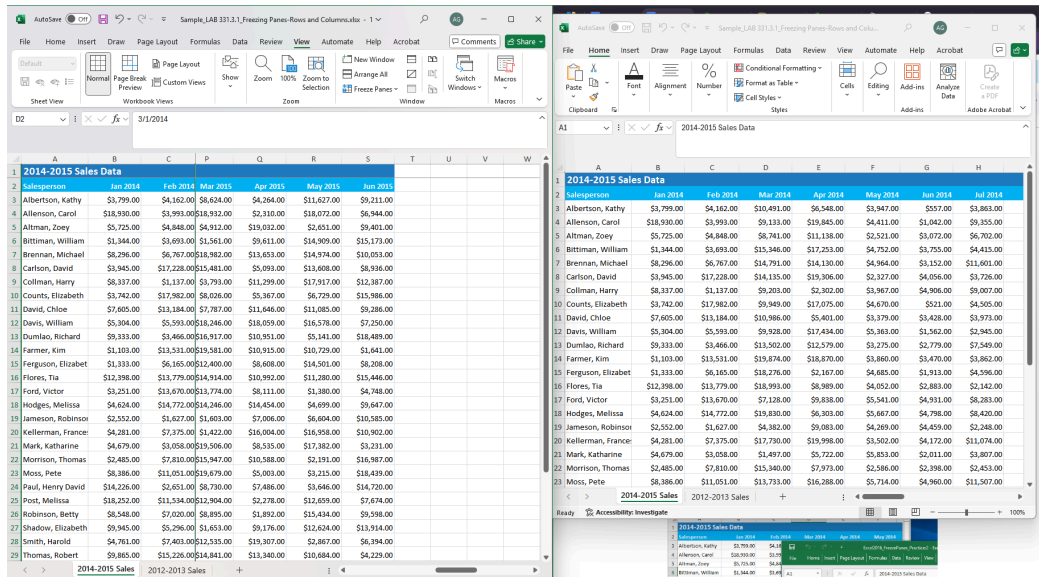
1. Click the **View** tab on the **Ribbon**, then select the **New Window**, as shown in the screenshot below.



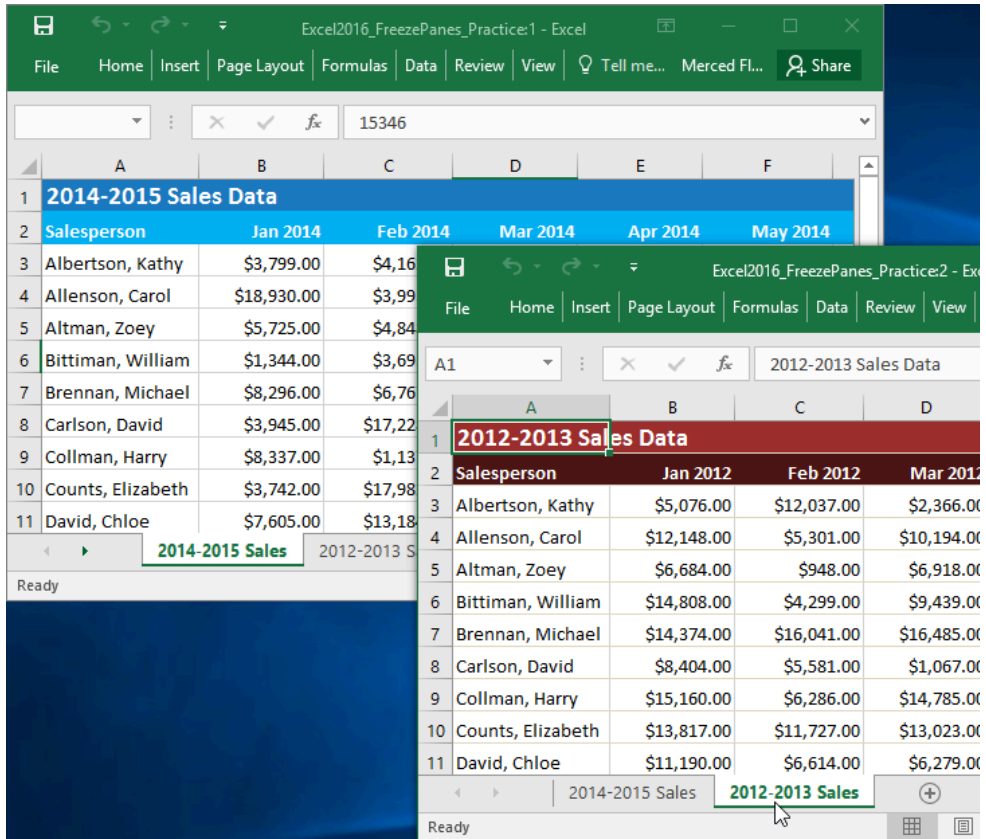
- A new window for the workbook will appear, as shown in the below screenshot.



Opened a new window:



- You can now compare different worksheets from the same workbook across windows. In our example, we will select the **2013 Sales Detailed View** worksheet to compare **2012** and **2013** sales.



Excel2016_FreezePanes_Practice:1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... Merced FL... Share

15346

1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,160.00			
4	Allenson, Carol	\$18,930.00	\$3,990.00			
5	Altman, Zoey	\$5,725.00	\$4,840.00			
6	Bittiman, William	\$1,344.00	\$3,690.00			
7	Brennan, Michael	\$8,296.00	\$6,760.00			
8	Carlson, David	\$3,945.00	\$17,220.00			
9	Collman, Harry	\$8,337.00	\$1,130.00			
10	Counts, Elizabeth	\$3,742.00	\$17,980.00			
11	David, Chloe	\$7,605.00	\$13,180.00			

Excel2016_FreezePanes_Practice:2 - Excel

File Home Insert Page Layout Formulas Data Review View

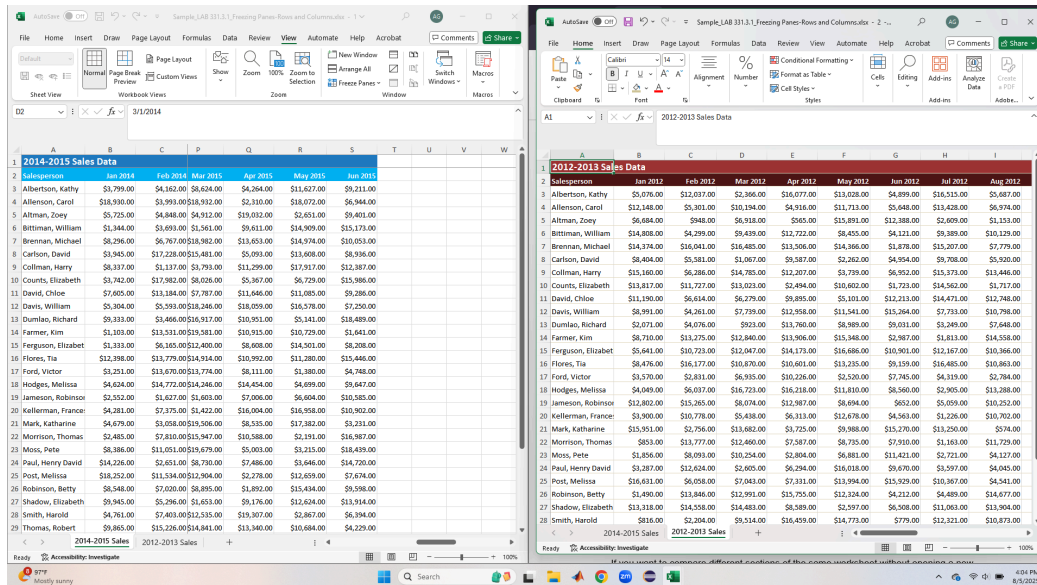
A1

1	2012-2013 Sales Data			
2	Salesperson	Jan 2012	Feb 2012	Mar 2012
3	Albertson, Kathy	\$5,076.00	\$12,037.00	\$2,366.00
4	Allenson, Carol	\$12,148.00	\$5,301.00	\$10,194.00
5	Altman, Zoey	\$6,684.00	\$948.00	\$6,918.00
6	Bittiman, William	\$14,808.00	\$4,299.00	\$9,439.00
7	Brennan, Michael	\$14,374.00	\$16,041.00	\$16,485.00
8	Carlson, David	\$8,404.00	\$5,581.00	\$1,067.00
9	Collman, Harry	\$15,160.00	\$6,286.00	\$14,785.00
10	Counts, Elizabeth	\$13,817.00	\$11,727.00	\$13,023.00
11	David, Chloe	\$11,190.00	\$6,614.00	\$6,279.00

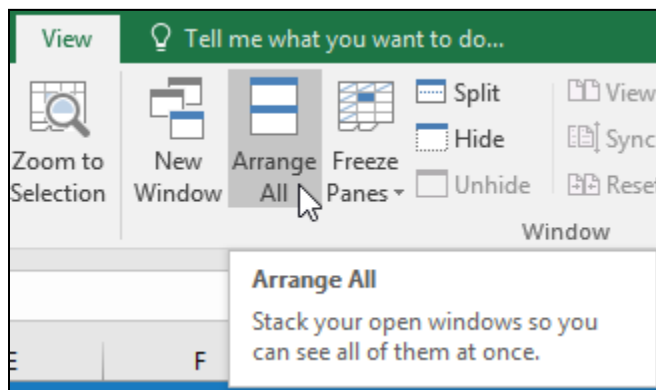
2014-2015 Sales 2012-2013 Sales

Ready

Opened both windows, and switched worksheet on the second window.



Note: If you have several windows open at the same time, you can use the Arrange All command to rearrange them quickly, as shown in the below screenshot.



Example: How to Split a Worksheet for Easier Comparison

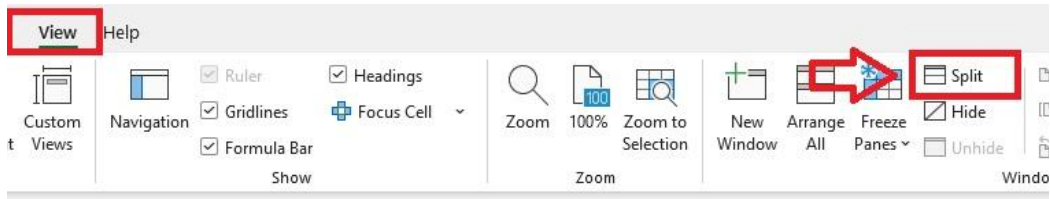
If you want to compare different sections of the same worksheet without opening a new window, Excel's **Split** feature can help. This **Split** feature allows you to divide your worksheet into separate panes, each with its scroll bar, so you can view and navigate different sections independently.

Follow these steps to split your worksheet:

1. **Select the cell** where you want to split the worksheet. In our example, we will select cell **D6**; the split will occur above and to the left of this cell.

	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00

2. Go to the **View** tab on the Ribbon and click the **Split** command, as shown in the screenshot below.



3. Excel will now **split** your worksheet into multiple **panes**. Each pane can be scrolled independently, making it easy to compare data from different

areas of the worksheet.

	A	B	C	I	J	K
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Aug 2014	Sep 2014	Oct 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$1,117.00	\$8,237.00	\$8,690.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$1,100.00	\$10,185.00	\$18,749.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$2,116.00	\$13,452.00	\$8,046.00
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$1,040.00	\$10,024.00	\$18,389.00
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$1,126.00	\$5,503.00	\$10,686.00
16	Flores, Tia	\$12,398.00	\$13,779.00	\$2,014.00	\$13,547.00	\$21,983.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$1,054.00	\$9,543.00	\$11,967.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$1,389.00	\$10,468.00	\$12,677.00
19	Jameson, Robinsor	\$2,552.00	\$1,627.00	\$1,058.00	\$6,267.00	\$14,982.00

- After creating a split, you can click and drag the vertical and horizontal dividers to change the size of each section.
- To remove the split**, click the **Split** command again. The worksheet will return to its original, single-pane view.

Added a split:

	A	B	C	D	E	F	G	H	I
1	2014-2015 Sales Data								
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00
7	Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00
8	Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00
9	Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00
10	Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00	\$521.00	\$4,505.00	\$1,024.00
11	David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00
12	Davis, William	\$5,304.00	\$5,593.00	\$9,928.00	\$17,434.00	\$5,363.00	\$1,562.00	\$2,945.00	\$1,176.00
13	Dumlao, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00	\$2,779.00	\$7,549.00	\$1,101.00
14	Farmer, Kim	\$1,103.00	\$13,531.00	\$19,874.00	\$18,870.00	\$3,860.00	\$3,470.00	\$3,862.00	\$1,040.00
15	Ferguson, Elizabet	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00	\$1,913.00	\$4,596.00	\$1,126.00
16	Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$2,883.00	\$2,142.00	\$2,014.00
17	Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$4,931.00	\$8,283.00	\$1,054.00
18	Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00
19	Jameson, Robinsor	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00
20	Kellerman, France	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00	\$4,172.00	\$11,074.00	\$1,282.00
21	Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00	\$2,011.00	\$3,807.00	\$1,348.00
22	Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,340.00	\$7,973.00	\$2,586.00	\$2,398.00	\$2,453.00	\$1,020.00
23	Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$4,960.00	\$11,507.00	\$1,010.00
24	Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$4,060.00	\$7,056.00	\$1,555.00
25	Post, Melissa	\$18,252.00	\$11,534.00	\$16,895.00	\$4,554.00	\$4,222.00	\$3,317.00	\$5,849.00	\$2,081.00
26	Robinson, Betty	\$8,548.00	\$7,020.00	\$11,442.00	\$18,930.00	\$5,929.00	\$3,127.00	\$7,971.00	\$1,114.00

Challenge: Compare Yearly Sales Data Side by Side

In this exercise, you will practice using Excel's window management and worksheet navigation features to efficiently compare data from different years in our example workbook. Follow the steps below to set up your view for side-by-side comparison:

1. **Open** the practice workbook.
2. **Create a new window** for the current workbook:
 - Go to the **View tab** and click on **New Window**.
3. In the first window:
 - **Freeze the first column:**
 - Go to the **View tab**, select **Freeze Panes**, then choose **Freeze First Column**.
 - Use the **horizontal scroll bar** to navigate and view sales data for **2015**.

- **Unfreeze the first column** by selecting **Unfreeze Panes** from the same menu.

4. Split the worksheet:

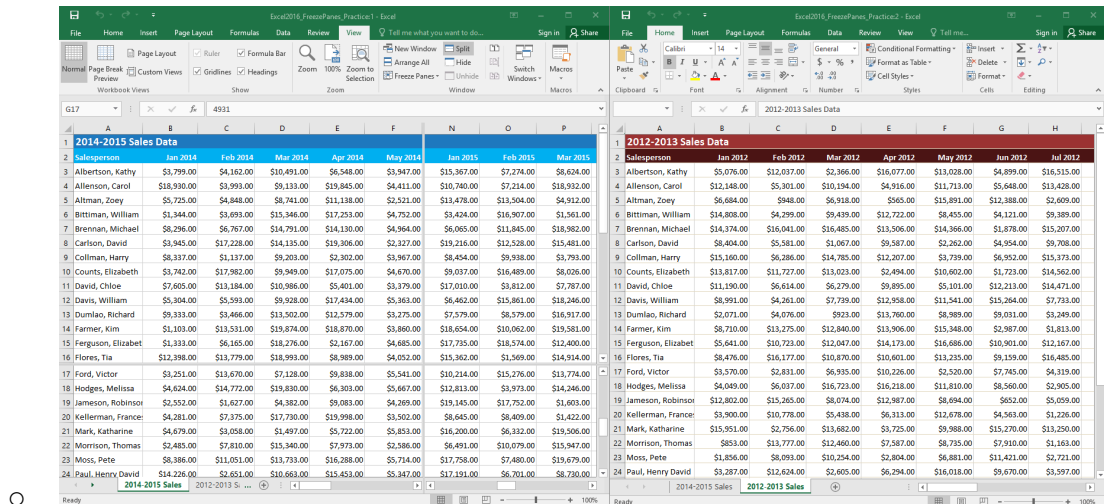
- Select cell **G17**.
- On the **View** tab, click **Split**. This will divide your worksheet into four panes at the intersection of rows 16 and 17, and columns F and G.
- Use the **horizontal scroll bar** (bottom-right corner) to shift the worksheet so **Column N** (January 2015 data) aligns next to **Column F**.

5. Open another new window for the workbook:

- Go to **View > New Window** again.
- In the new window, switch to the **2012-2013 Sales** tab.

6. Arrange your windows for side-by-side comparison:

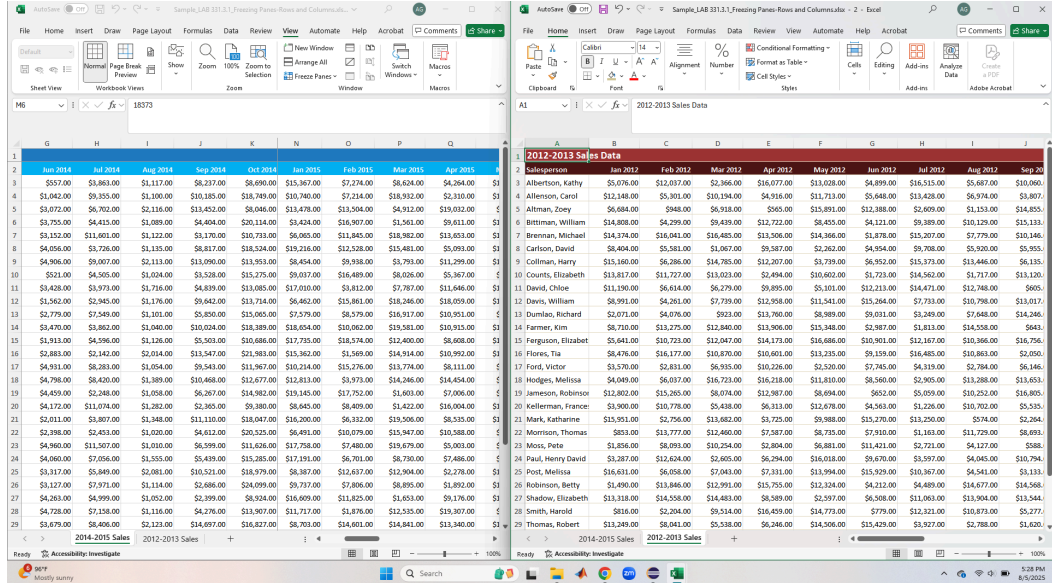
- Use the **Arrange All** command on the **View** tab and choose **Vertical**.
- Now, you can view data from 2012-2013 and 2014-2015 side by side, allowing you to compare sales data for similar months across different years.
- Your screen should look something like this:



2014-2015 Sales Data							
	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jan 2015	Feb 2015
1 Salesperson							
2 Allbertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$15,367.00	\$7,274.00
3 Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00	\$10,740.00	\$7,214.00
4 Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00	\$13,478.00	\$13,504.00
5 Bittman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00	\$3,424.00	\$16,907.00
6 Brennan, Michael	\$6,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00	\$6,065.00	\$11,845.00
7 Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00	\$19,216.00	\$12,528.00
8 Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00	\$8,454.00	\$9,938.00
9 Courts, Elizabeth	\$3,742.00	\$17,382.00	\$9,949.00	\$17,075.00	\$4,670.00	\$9,037.00	\$16,469.00
10 David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,461.00	\$3,379.00	\$17,010.00	\$3,812.00
11 Davis, William	\$9,304.00	\$5,993.00	\$9,920.00	\$17,434.00	\$5,363.00	\$6,402.00	\$15,861.00
12 Dumlaio, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00	\$7,379.00	\$8,579.00
13 Farmer, Kim	\$1,103.00	\$13,331.00	\$19,874.00	\$18,870.00	\$3,860.00	\$18,654.00	\$10,062.00
14 Ferguson, Elizabeth	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00	\$17,735.00	\$18,574.00
15 Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$15,362.00	\$1,569.00
16 Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$10,214.00	\$15,276.00
17 Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$12,813.00	\$3,973.00
18 Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,289.00	\$15,145.00	\$17,752.00
19 Kellerman, France	\$4,281.00	\$7,375.00	\$17,790.00	\$15,998.00	\$3,562.00	\$8,645.00	\$6,409.00
20 Mark, Katharine	\$4,679.00	\$9,058.00	\$1,497.00	\$5,722.00	\$5,853.00	\$16,200.00	\$6,332.00
21 Morrison, Thomas	\$2,483.00	\$7,810.00	\$13,340.00	\$7,973.00	\$2,586.00	\$6,491.00	\$10,079.00
22 Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$17,758.00	\$7,480.00
23 Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$17,191.00	\$6,701.00

2012-2013 Sales Data						
	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012
1 Salesperson						
2 Allbertson, Kathy	\$5,676.00	\$12,037.00	\$2,366.00	\$16,077.00	\$13,628.00	\$4,899.00
3 Allenson, Carol	\$12,148.00	\$5,301.00	\$10,194.00	\$4,916.00	\$11,713.00	\$5,648.00
4 Altman, Zoey	\$6,684.00	\$948.00	\$6,918.00	\$565.00	\$15,891.00	\$12,388.00
5 Bittman, William	\$14,808.00	\$4,299.00	\$9,439.00	\$12,722.00	\$8,455.00	\$4,121.00
6 Brennan, Michael	\$14,374.00	\$16,041.00	\$16,485.00	\$13,506.00	\$14,366.00	\$1,878.00
7 Carlson, David	\$8,404.00	\$5,581.00	\$1,067.00	\$9,587.00	\$2,262.00	\$4,954.00
8 Collman, Harry	\$15,160.00	\$6,286.00	\$14,765.00	\$12,207.00	\$3,799.00	\$6,952.00
9 Courts, Elizabeth	\$13,817.00	\$11,727.00	\$13,023.00	\$2,494.00	\$10,602.00	\$1,723.00
10 David, Chloe	\$11,190.00	\$6,634.00	\$6,279.00	\$9,895.00	\$5,101.00	\$12,213.00
11 Davis, William	\$8,991.00	\$4,261.00	\$7,739.00	\$12,958.00	\$11,541.00	\$15,264.00
12 Dumlaio, Richard	\$2,071.00	\$4,076.00	\$923.00	\$13,760.00	\$8,989.00	\$9,031.00
13 Farmer, Kim	\$8,710.00	\$13,275.00	\$12,840.00	\$13,906.00	\$15,348.00	\$2,987.00
14 Ferguson, Elizabeth	\$5,641.00	\$10,723.00	\$12,047.00	\$14,173.00	\$16,686.00	\$10,901.00
15 Flores, Tia	\$8,476.00	\$16,177.00	\$10,870.00	\$10,601.00	\$13,235.00	\$9,139.00
16 Ford, Victor	\$5,370.00	\$2,831.00	\$6,935.00	\$10,226.00	\$2,520.00	\$7,745.00
17 Hodges, Melissa	\$4,049.00	\$6,037.00	\$16,723.00	\$16,218.00	\$11,810.00	\$2,905.00
18 Jameson, Robinson	\$12,802.00	\$15,365.00	\$8,074.00	\$12,987.00	\$8,694.00	\$652.00
19 Kellerman, France	\$9,900.00	\$10,778.00	\$5,438.00	\$6,313.00	\$12,678.00	\$4,563.00
20 Mark, Katharine	\$15,951.00	\$2,756.00	\$13,462.00	\$3,725.00	\$9,988.00	\$15,270.00
21 Morrison, Thomas	\$853.00	\$13,777.00	\$12,460.00	\$7,587.00	\$8,735.00	\$7,910.00
22 Moss, Pete	\$1,856.00	\$6,093.00	\$10,254.00	\$2,804.00	\$6,881.00	\$11,421.00
23 Paul, Henry David	\$3,287.00	\$12,624.00	\$2,605.00	\$6,294.00	\$16,018.00	\$9,670.00

My practice:



The image displays two side-by-side Excel workbooks. The left workbook, titled 'Sample_LAB 331.3.1_Freezing Panes-Rows and Columns.xlsx', shows a '2014-2015 Sales' sheet with columns G through Q. The right workbook, titled 'Sample_LAB 331.3.1_Freezing Panes-Rows and Columns.xlsx - 2 - Excel', shows a '2012-2013 Sales Data' sheet with columns A through J. Both sheets contain sales data for various employees across different months.

When set up correctly, your screen should show different sections of the workbook in separate windows, enabling an efficient comparison of yearly sales data.

References:

- <https://www.ablebits.com/office-addins-blog/excel-vlookup-tutorial/>
- https://www.w3schools.com/excel/excel_vlookup.php
- <https://learnesy.com/lookup-reference-functions/>
- <https://www.techonthenet.com/excel/formulas/vlookup.php>
- <https://spreadsheeto.com/index-match/>
- <https://www.excelfrog.com/excel-index-match>

Submission Guideline:

Include the following deliverables in your submission:

- Take a screenshot of your worksheets. Submit your source file, including a screenshot, using the Start Assignment button in the top-right corner of the Assignment page in Canvas.