



## Split an Excel Sheet

You can split your Excel worksheet into panes to view multiple distant parts of your worksheet at once. Simply use the split bar to change the size of each pane.

### ◆ Split Horizontally

To split your worksheet (window) into an upper and lower part (pane), execute the following steps.

1. First, select a cell in column A.

	A	B	C	D	E	F	G	H	I	J
1	Age	Marital status	Address	Income	Car price	Education	Empty	Retired	Gender	Wirel
2	55	1	12	72	37	1	23	0 f		
3	56	0	29	153	76	1	35	0 m		
4	28	1	9	28	13.9	3	4	0 f		
5	24	1	4	26	13	4	0	0 m		
6	25	1	2	23	11.3	2	5	0 m		
7	45	0	9	76	37.3	3	13	0 m		
8	44	1	17	144	72.1	2	23	0 m		
9	46	1	20	75	37.1	1	29	0 m		
10	41	0	10	26	13	1	8	0 m		
11	29	0	4	19	9.6	2	10	0 f		
12	34	0	0	89	44.4	3	12	0 m		

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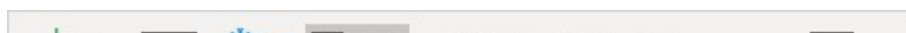
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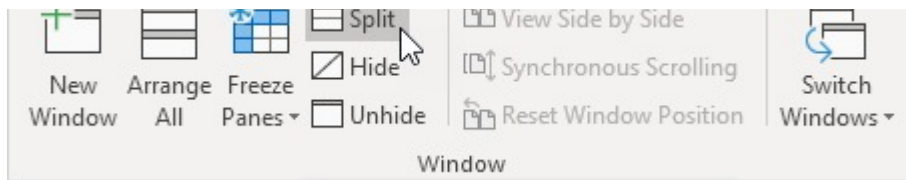
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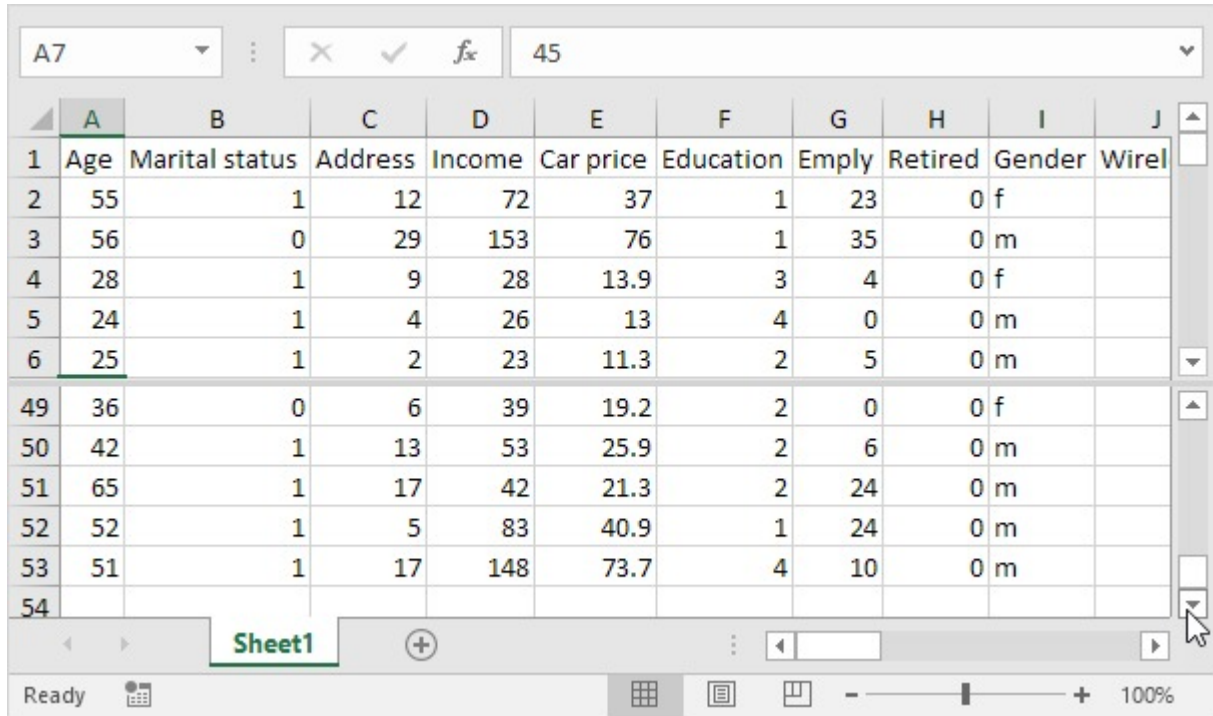
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2. On the View tab, in the Window group, click Split.

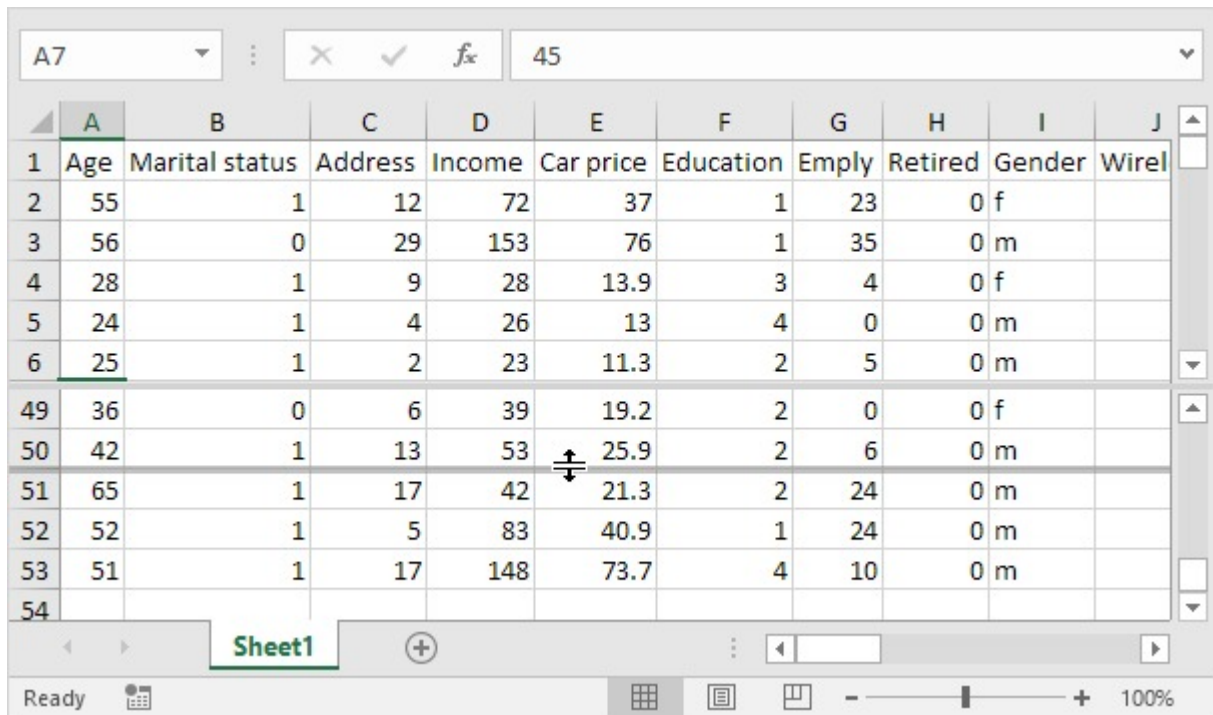




3. Notice the two vertical scroll bars. For example, use the lower vertical scroll bar to move to row 49. As you can see, the first 6 rows remain visible.



4. To change the window layout, use the horizontal split bar that divides the panes.



Note: to remove the split, simply double click the split bar.

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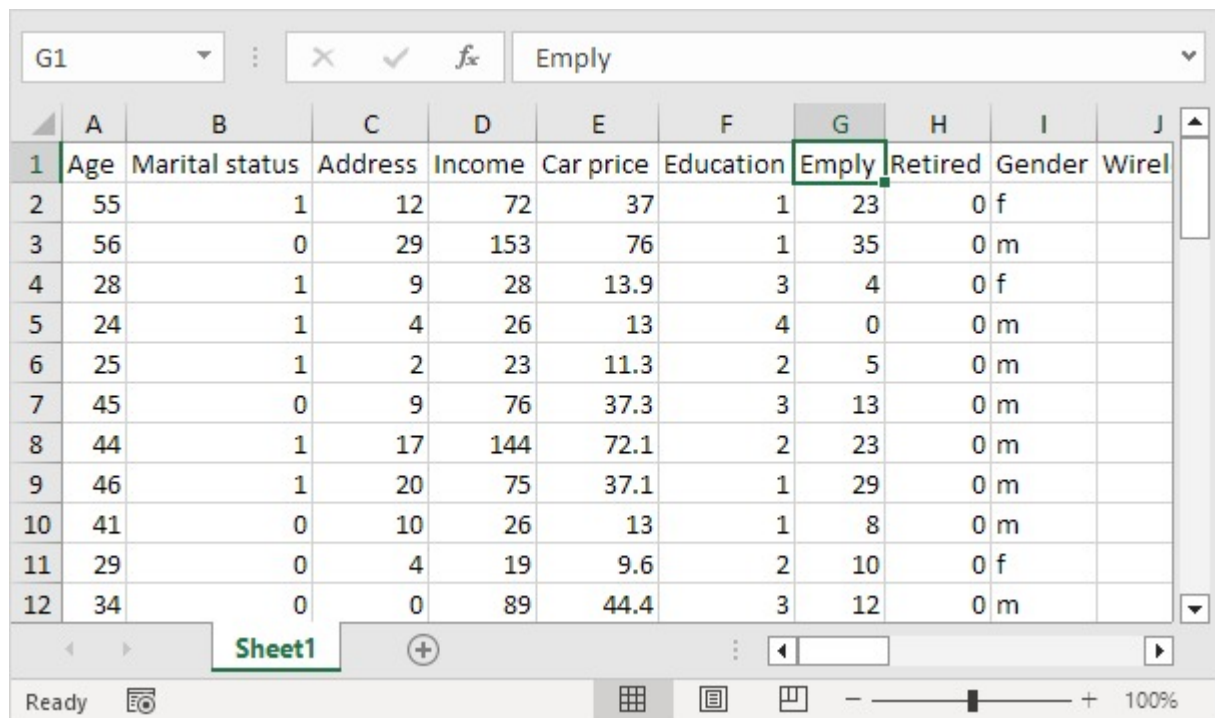
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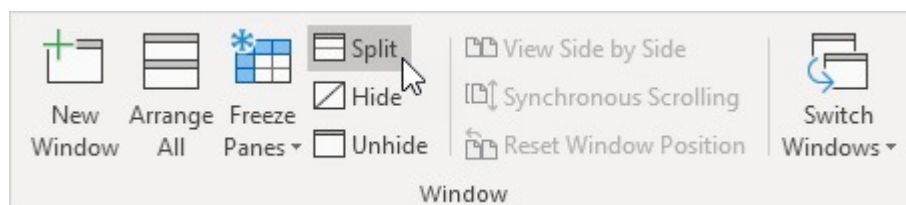
## ◆ Split Vertically

To split your sheet into a left and right pane, execute the following steps.

1. First, select a cell in row 1.

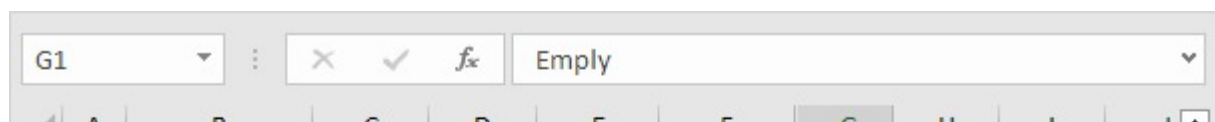


2. On the View tab, in the Window group, click Split.



Tip: you can also use the shortcut Alt + W + S to quickly enable or disable split screen in Excel.

Result:



1	Age	Marital status	Address	Income	Car price	Education	Employ	Retired	Gender	Wire
2	55		1	12	72	37	1	23	0 f	
3	56		0	29	153	76	1	35	0 m	
4	28		1	9	28	13.9	3	4	0 f	
5	24		1	4	26	13	4	0	0 m	
6	25		1	2	23	11.3	2	5	0 m	
7	45		0	9	76	37.3	3	13	0 m	
8	44		1	17	144	72.1	2	23	0 m	
9	46		1	20	75	37.1	1	29	0 m	
10	41		0	10	26	13	1	8	0 m	
11	29		0	4	19	9.6	2	10	0 f	
12	34		0	0	89	44.4	3	12	0 m	

Conclusion: you'll have two horizontal scroll bars after splitting your worksheet vertically.

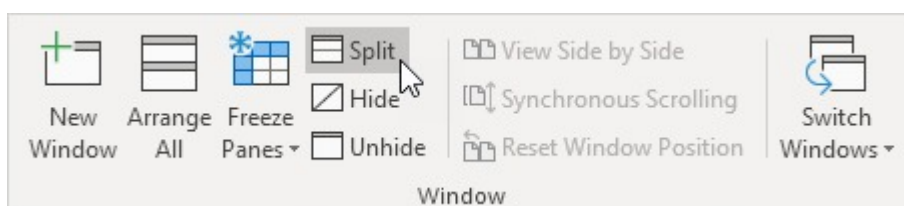
## ◆ Split into Four Panes

You can even split your sheet into four panes. To achieve this, execute the following steps.

1. First, select a cell that is not in column A or row 1.

E7					37.3					
	A	B	C	D	E	F	G	H	I	J
1	Age	Marital status	Address	Income	Car price	Education	Employ	Retired	Gender	Wire
2	55		1	12	72	37	1	23	0 f	
3	56		0	29	153	76	1	35	0 m	
4	28		1	9	28	13.9	3	4	0 f	
5	24		1	4	26	13	4	0	0 m	
6	25		1	2	23	11.3	2	5	0 m	
7	45		0	9	76	37.3	3	13	0 m	
8	44		1	17	144	72.1	2	23	0 m	
9	46		1	20	75	37.1	1	29	0 m	
10	41		0	10	26	13	1	8	0 m	
11	29		0	4	19	9.6	2	10	0 f	
12	34		0	0	89	44.4	3	12	0 m	

2. On the View tab, in the Window group, click Split.



Result:

Note: any changes you make to one pane are immediately reflected in the other panes.

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