

Introduction

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

Download and use “Freeze Panes Activity.xls”

To freeze rows:

You may want to see certain rows or columns all the time in your worksheet, especially **header cells**. By **freezing** rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

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'll select row **3**.

A3

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✕

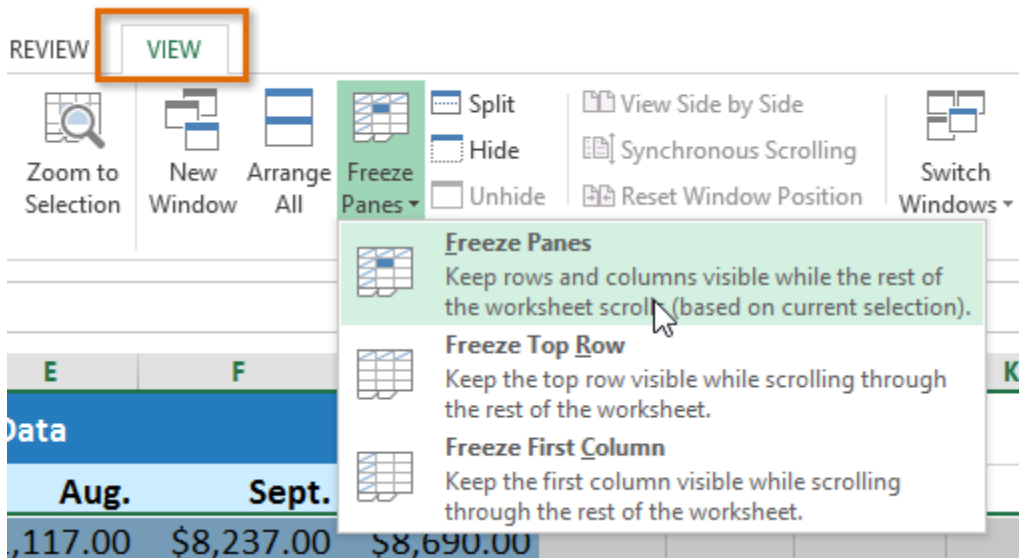
✓

f_x

Albertson, Kathy

	A	B	C	D	E	F
1	Westbrook Parker Sales Data					
2	Salesperson	May	June	July	Aug.	Sept.
3	Albertson, Kathy	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$8,237.00
4	Allenson, Carol	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00
5	Altman, Zoey	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00
6	Bittiman, William	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00

2. Click the **View** tab on the **Ribbon**.
3. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.



- 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've scrolled down to row **18**.

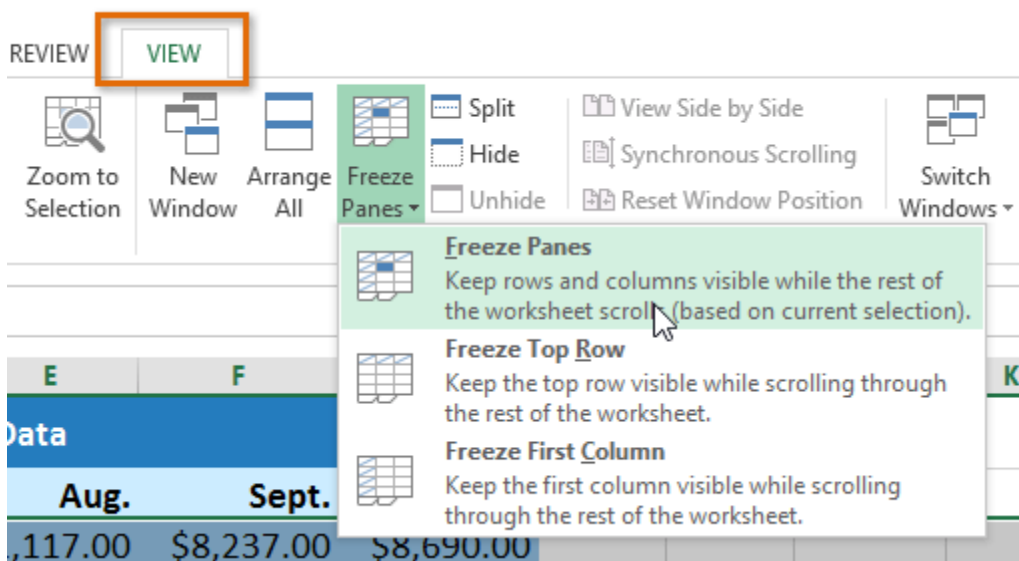
	A	B	C	D	E	F
1	Westbrook Parker Sales Data					
2	Salesperson	May	June	July	Aug.	Sept.
18	Hodges, Melissa	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468.00
19	Jameson, Robins	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267.00
20	Kellerman, Franc	\$3,502.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365.00
21	Mark, Katharine	\$5,853.00	\$2,011.00	\$3,807.00	\$1,348.00	\$11,110.00

To freeze columns:

- 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'll select column **B**.

B2						
	A	B	C	D	E	F
1			Westbrook Parker Sales Data			
2	Salesperson	May	June	July	Aug.	Sept.
3	Albertson, Kathy	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$8,237.00
4	Allenson, Carol	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00
5	Altman, Zoey	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00
6	Bittiman, William	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00

- Click the **View** tab on the **Ribbon**.
- Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.

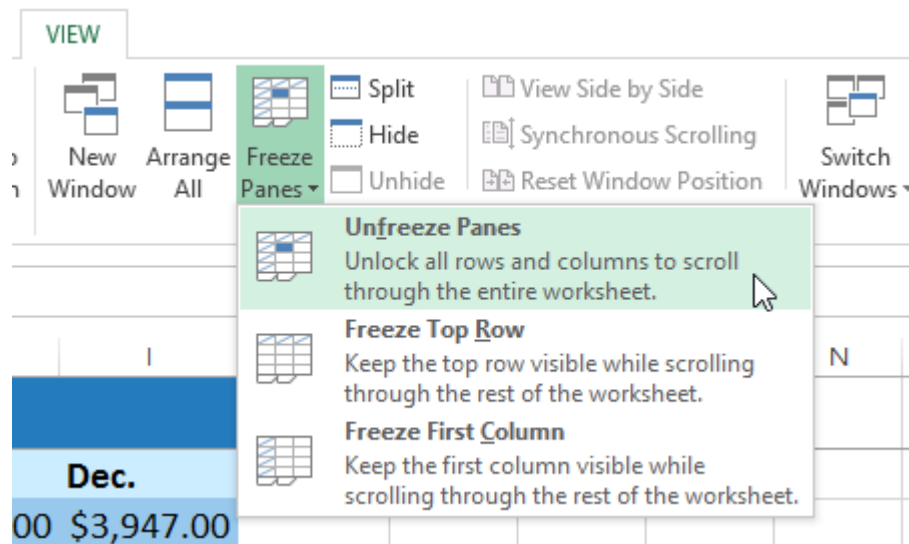


- The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left. In our example, we've scrolled across to column **E**.

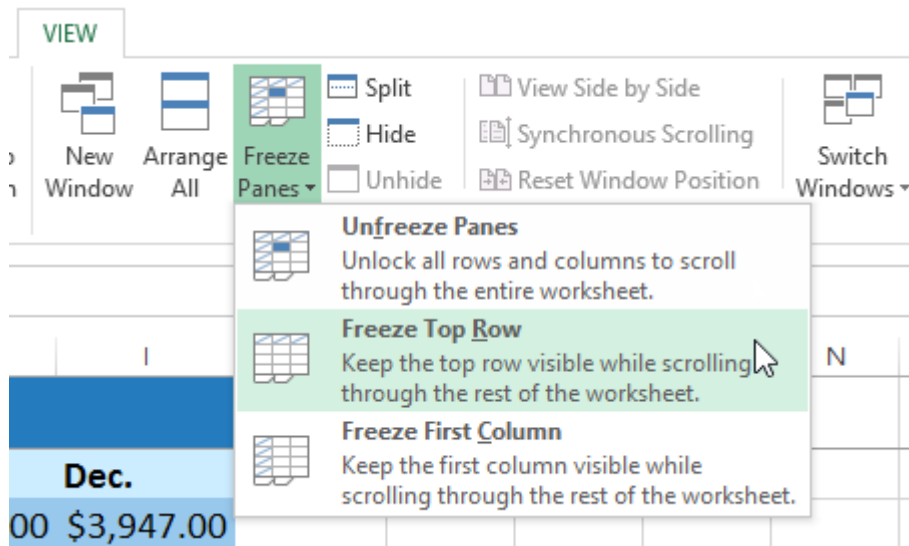
K19						
	A	E	F	G	H	I
1	Parker Sales Data					
2	Salesperson	Aug.	Sept.	Oct.	Nov.	Dec.
3	Albertson, Kathy	\$1,117.00	\$8,237.00	\$8,690.00	\$3,947.00	\$3,947.00
4	Allenson, Carol	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$4,411.00
5	Altman, Zoey	\$2,116.00	\$1,100.00	\$1,100.00	\$1,100.00	\$2,521.00
6	Bittiman, William	\$1,089.00	\$4,404.00	\$20,114.00	\$4,752.00	\$4,752.00

Column A is frozen to the left of this line

To **unfreeze** rows or columns, click the **Freeze Panes** command, then select **Unfreeze Panes** from the drop-down menu.



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.



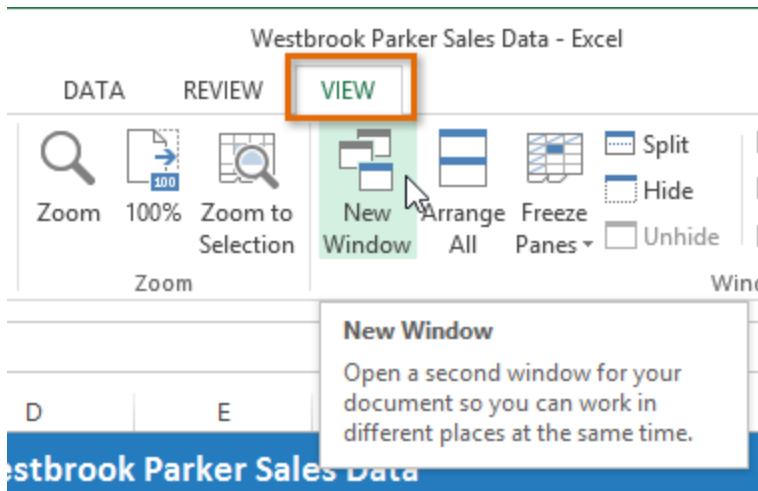
Other view options

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.

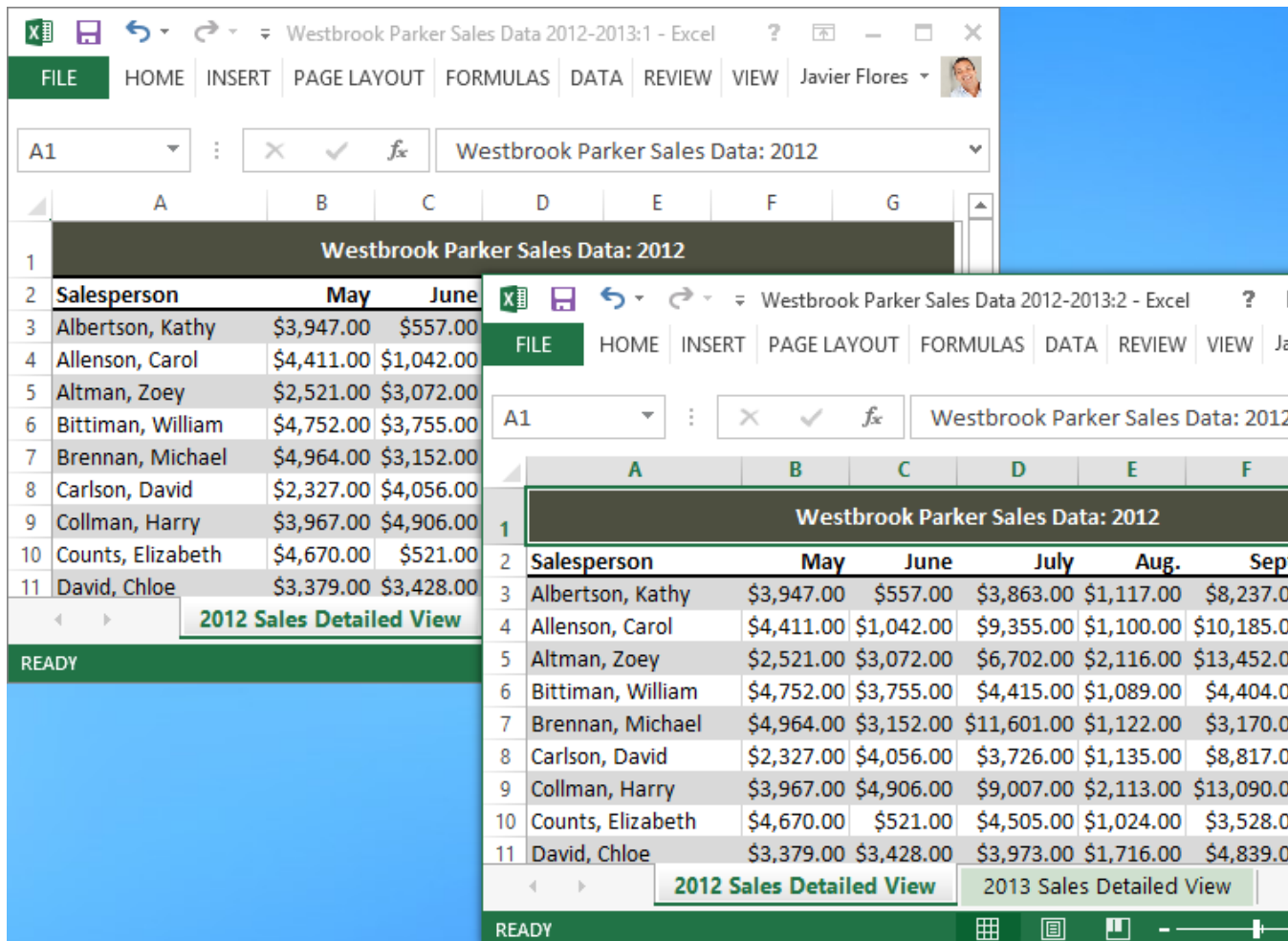
To open a new window for the current workbook:

Excel allows you to open **multiple windows** for a single workbook at the same time. In our example, we'll 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** command.



2. A new window for the workbook will appear.



3. You can now compare different worksheets from the same workbook across windows. In our example, we'll select the **2013**

Sales Detailed View worksheet to compare the **2012** and **2013** sales.

Westbrook Parker Sales Data: 2012

Salesperson	May	June
Albertson, Kathy	\$3,947.00	\$557.00
Allenson, Carol	\$4,411.00	\$1,042.00
Altman, Zoey	\$2,521.00	\$3,072.00
Bittiman, William	\$4,752.00	\$3,755.00
Brennan, Michael	\$4,964.00	\$3,152.00
Carlson, David	\$2,327.00	\$4,056.00
Collman, Harry	\$3,967.00	\$4,906.00
Counts, Elizabeth	\$4,670.00	\$521.00
David, Chloe	\$3,379.00	\$3,428.00

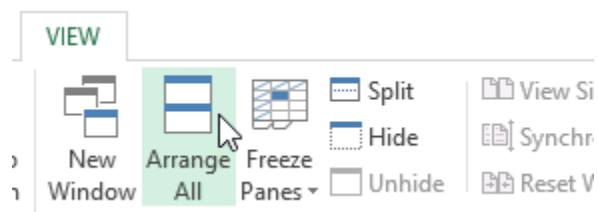
2012 Sales Detailed View

Westbrook Parker Sales Data: 2013

Salesperson	May	June	July	Aug.	S
Albertson, Kathy	\$8,237.00	\$8,690.00	\$3,863.00	\$1,117.00	\$8,93
Allenson, Carol	\$10,185.00	\$18,749.00	\$9,355.00	\$1,100.00	\$9,18
Altman, Zoey	\$13,452.00	\$8,046.00	\$6,702.00	\$1,100.00	\$15,25
Bittiman, William	\$4,404.00	\$20,114.00	\$4,415.00	\$1,089.00	\$4,53
Brennan, Michael	\$3,170.00	\$10,733.00	\$4,415.00	\$1,122.00	\$3,89
Carlson, David	\$8,817.00	\$18,524.00	\$3,726.00	\$1,135.00	\$4,89
Collman, Harry	\$13,090.00	\$13,953.00	\$9,007.00	\$2,113.00	\$12,05
Counts, Elizabeth	\$3,528.00	\$15,275.00	\$4,505.00	\$1,024.00	\$1,68
David, Chloe	\$13,085.00	\$3,428.00	\$3,973.00	\$1,716.00	\$7,89

2013 Sales Detailed View

If you have several windows open at the same time, you can use the **Arrange All** command to rearrange them quickly.



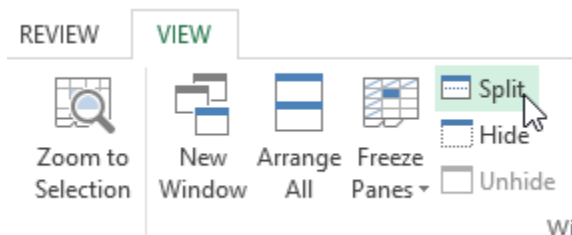
To split a worksheet:

Sometimes you may want to compare different sections of the same workbook without creating a new window. The **Split** command allows you to **divide** the worksheet into multiple panes that scroll separately.

1. Select the **cell** where you want to split the worksheet. In our example, we'll select cell **C7**.

C7	:	X	✓	f _x	3152
	A	B	C	D	E
1	Westbrook Parker Sales Data				
2	Salesperson	May	June	July	Aug.
3	Albertson, Kathy	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00
4	Allenson, Carol	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00
5	Altman, Zoey	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00
6	Bittiman, William	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00
7	Brennan, Michael	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00
8	Carlson, David	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00
9	Collman, Harry	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00

2. Click the **View** tab on the **Ribbon**, then select the **Split** command.



3. The workbook will be **split** into different **panes**. You can scroll through each pane separately using the **scroll bars**, allowing you to compare different sections of the workbook.

C7					3152
	A	B	C	D	E
1	Westbrook Parker Sales Data				
2	Salesperson			July	Aug.
3	Albertson, Kath			\$863.00	\$1,117.00
4	Allenson, Carol			\$355.00	\$1,100.00
5	Altman, Zoey			\$702.00	\$2,116.00
6	Bittiman, William	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00
28	Smith, Harold	\$5,421.00	\$4,728.00	\$7,158.00	\$1,116.00
29	Thomas, Robert	\$3,259.00	\$3,679.00	\$8,406.00	\$2,123.00
30	Thompson, Shannon	\$2,943.00	\$3,943.00	\$11,987.00	\$1,183.00
	2013				

The worksheet will be split into separate panes. You can use the individual scrollbars to scroll through each pane

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.

Challenge!

1. Open an existing Excel workbook. If you want, you can use our "Freeze Panes Activity.xls".
2. Try **freezing** a row or column in place. If you are using the example, freeze the **top two rows** (rows 1 and 2).
3. Try opening a **new window** for your workbook.
4. Use the **Split** command to split your worksheet into multiple panes.