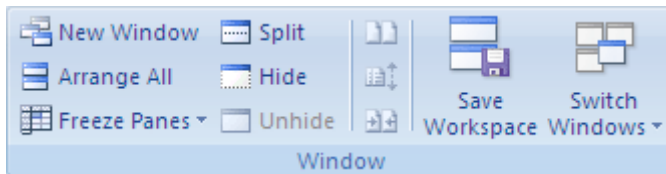# Freeze or lock rows and columns

To keep an area of a worksheet visible while you scroll to another area of the worksheet, you can lock specific rows or columns in one area by freezing or splitting panes.

Freezing panes keeps specific rows or columns visible when you scroll in the worksheet. For example, you might want to keep row and column labels visible as you scroll.

Splitting panes creates separate worksheet areas that you can scroll within, while rows or columns in the non-scrolled area remain visible.

**Freeze panes to lock specific rows or columns**

1. On the worksheet, do one of the following:
   - To lock rows, select the row below the row or rows that you want to keep visible when you scroll.
   - To lock columns, select the column to the right of the column or columns that you want to keep visible when you scroll.
   - To lock both rows and columns, click the cell below and to the right of the rows and columns that you want to keep visible when you scroll.

2. On the **View** tab, in the **Window** group, click the arrow below **Freeze Panes**.



3. Do one of the following:
   - To lock one row only, click **Freeze Top Row**.
   - To lock one column only, click **Freeze First Column**.
   - To lock more than one row or column, or to lock both rows and columns at the same time, click **Freeze Panes**.

   NOTES

- When you freeze the top row, first column, or panes, the **Freeze Panes** option changes to **Unfreeze Panes** so that you can unlock any frozen rows or columns.
- You can freeze rows at the top and columns on the left side of the worksheet only. You cannot freeze rows and columns in the middle of the worksheet.
- The **Freeze Panes** command is not available when you are in cell editing mode or when a worksheet is protected. To cancel cell editing mode, press ENTER or ESC. For information about how to remove protection from a worksheet, see Protect worksheet or workbook elements.