

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

O39

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4
2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4
3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2
4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9
5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6
6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9
7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10
8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11
9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12
10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14
11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15
12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16
13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18
14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19
15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to freeze the top row, and first column at the same time in Excel 365. Let's get started.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency (\$), Percentage (%), Thousands Separator (comma), Decimals (0, .00, .000)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

O39 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday															
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2															
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9															
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6															
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9															
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10															
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11															
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12															
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14															
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15															
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16															
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18															
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19															
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20															
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							

Here we have a basic chart containing data.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
7	\$4	\$4	\$10	\$11	\$5	\$9																	
8	\$3	\$3	\$11	\$11	\$5	\$10																	
9	\$3	\$2	\$13	\$12	\$5	\$11																	
10	\$2	\$1	\$15	\$13	\$5	\$12																	
11	\$1	\$0	\$16	\$14	\$5	\$14																	
12	\$1	\$5	\$18	\$15	\$5	\$15																	
13	\$3	\$12	\$20	\$15	\$4	\$16																	
14	\$5	\$3	\$21	\$16	\$4	\$18																	
15	\$12	\$5	\$23	\$17	\$4	\$19																	
16	\$3	\$12	\$25	\$18	\$4	\$20																	
17																							
18																							
19																							
20																							
21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							
31																							
32																							
33																							
34																							

When you scroll up and down, or left and right, the data will scroll off the sides or top of your worksheet.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

O39

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4
2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4
3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2
4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9
5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6
6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9
7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10
8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11
9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12
10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14
11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15
12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16
13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18
14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19
15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							

What we would like to do, is freeze the top row, and first column so they stay in place when we scroll.

File Home Insert Page Layout Data Review View Developer Help

Comments Share

Undo Paste Font Alignment Number Styles Cells Editing Analysis

B2 fx 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday															
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2															
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9															
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6															
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9															
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10															
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11															
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12															
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14															
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15															
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16															
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18															
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19															
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20															
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							

To do this, you want to click in the first cell to the right of the column you want to freeze, and the first cell just below the row that you want to freeze. In this case, that would be cell B-2.

File Home Insert Page Layout Data Review **View** Developer Help

Comments Share

Undo Paste Clipboard Font Alignment Number Styles Cells Editing Analysis

B2 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday															
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2															
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9															
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6															
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9															
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10															
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11															
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12															
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14															
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15															
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16															
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18															
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19															
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20															
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							

Next, click on View.

Default

Keep Exit New Options

Sheet View

Normal Page Break Preview Page Layout Custom Views

Workbook Views

Navigation

Ruler Formula Bar

Gridlines Headings

Show

Zoom 100% Zoom to Selection

Zoom

New Window Arrange All

Window

Freeze Panes

Hide Unhide

Window

View Side by Side Synchronous Scrolling Reset Window Position

Window

Switch Windows

Macros

B2 : X ✓ fx 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday												
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4												
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4												
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2												
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9												
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6												
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9												
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10												
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11												
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12												
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14												
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15												
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16												
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18												
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19												
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20												
17	16th																			
18	17th																			
19	18th																			
20	19th																			
21	20th																			
22	21st																			
23	22nd																			
24	23rd																			
25	24th																			
26	25th																			
27	26th																			
28																				

Freeze Panes

Freeze a portion of the sheet to keep it visible while you scroll through the rest of the sheet.

This is useful for checking out data in other parts of your worksheet without losing your headers or labels.

Click on Freeze Panes.

Default
Keep Exit New Options
Sheet View

Normal Page Break Preview Page Layout Custom Views
Workbook Views

Navigation Ruler Formula Bar Gridlines Headings
Show

Zoom 100% Zoom to Selection
Zoom

New Window Arrange All Freeze Panes

Split Hide Unhide View Side by Side Synchronous Scrolling Reset Window Position
Switch Windows

Macros

B2 : X ✓ fx 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday										
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4										
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4										
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2										
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9										
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6										
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9										
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10										
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11										
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12										
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14										
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15										
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16										
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18										
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19										
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20										
17	16th																	
18	17th																	
19	18th																	
20	19th																	
21	20th																	
22	21st																	
23	22nd																	
24	23rd																	
25	24th																	
26	25th																	
27	26th																	
28																		

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

In the dropdown menu, click on Freeze Panes again.

Default
Keep Exit New Options
Sheet View

Normal Page Break Preview Page Layout Custom Views
Workbook Views

Navigation Ruler Formula Bar Gridlines Headings
Show

Zoom 100% Zoom to Selection
Zoom

New Window Arrange All Freeze Panes Hide Unhide
Window

View Side by Side Synchronous Scrolling Reset Window Position
Window

Switch Windows Macros
Macros

B2 : X ✓ fx 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday															
2	1st	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
3	2nd	\$5	\$8	\$9	\$2	\$5	\$6	\$4															
4	3rd	\$1	\$6	\$4	\$6	\$10	\$3	\$2															
5	4th	\$3	\$2	\$7	\$5	\$12	\$8	\$9															
6	5th	\$6	\$7	\$5	\$8	\$7	\$4	\$6															
7	6th	\$5	\$4	\$4	\$10	\$11	\$5	\$9															
8	7th	\$6	\$3	\$3	\$11	\$11	\$5	\$10															
9	8th	\$6	\$3	\$2	\$13	\$12	\$5	\$11															
10	9th	\$7	\$2	\$1	\$15	\$13	\$5	\$12															
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14															
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15															
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16															
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18															
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19															
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20															
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							

You will notice that Excel has placed a thin line just below the top row, and to the right of the first column.

Default

Keep Exit New Options

Sheet View



Normal

Page Break
PreviewPage
LayoutCustom
Views

Workbook Views



Navigation



Ruler



Formula Bar



Gridlines



Headings

Show



Zoom



100%

Zoom to
Selection

Zoom

New
WindowArrange
AllFreeze
Panes

Split



Hide



Unhide

Window



View Side by Side



Synchronous Scrolling



Reset Window Position

Switch
Windows

Macros

Macros

O38

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday															
11	10th	\$7	\$1	\$0	\$16	\$14	\$5	\$14															
12	11th	\$8	\$1	\$5	\$18	\$15	\$5	\$15															
13	12th	\$8	\$3	\$12	\$20	\$15	\$4	\$16															
14	13th	\$9	\$5	\$3	\$21	\$16	\$4	\$18															
15	14th	\$9	\$12	\$5	\$23	\$17	\$4	\$19															
16	15th	\$10	\$3	\$12	\$25	\$18	\$4	\$20															
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							
29																							
30																							
31																							
32																							
33																							
34																							
35																							
36																							
37																							

Now, when you scroll up, the top row will stay in place.



Default

Keep Exit New Options

Sheet View

Normal

Page Break Preview

Page Layout

Custom Views

Workbook Views

Navigation

Ruler

Formula Bar

Gridlines

Headings

Show

Zoom

100%

Zoom to Selection

Zoom

New Window

Arrange All

Freeze Panes

Split

Hide

Unhide

Window

View Side by Side

Synchronous Scrolling

Reset Window Position

Window

Switch Windows

Macros

Macros

O38

	A	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1		Friday	Saturday	Sunday																			
2	1st	\$5	\$6	\$4																			
3	2nd	\$5	\$6	\$4																			
4	3rd	\$10	\$3	\$2																			
5	4th	\$12	\$8	\$9																			
6	5th	\$7	\$4	\$6																			
7	6th	\$11	\$5	\$9																			
8	7th	\$11	\$5	\$10																			
9	8th	\$12	\$5	\$11																			
10	9th	\$13	\$5	\$12																			
11	10th	\$14	\$5	\$14																			
12	11th	\$15	\$5	\$15																			
13	12th	\$15	\$4	\$16																			
14	13th	\$16	\$4	\$18																			
15	14th	\$17	\$4	\$19																			
16	15th	\$18	\$4	\$20																			
17	16th																						
18	17th																						
19	18th																						
20	19th																						
21	20th																						
22	21st																						
23	22nd																						
24	23rd																						
25	24th																						
26	25th																						
27	26th																						
28																							

And when you scroll to the right, the left column stays in place.

[View This Tutorial On My Website](#)

[View The Video Tutorial Here](#)

[Visit My YouTube Channel](#)

