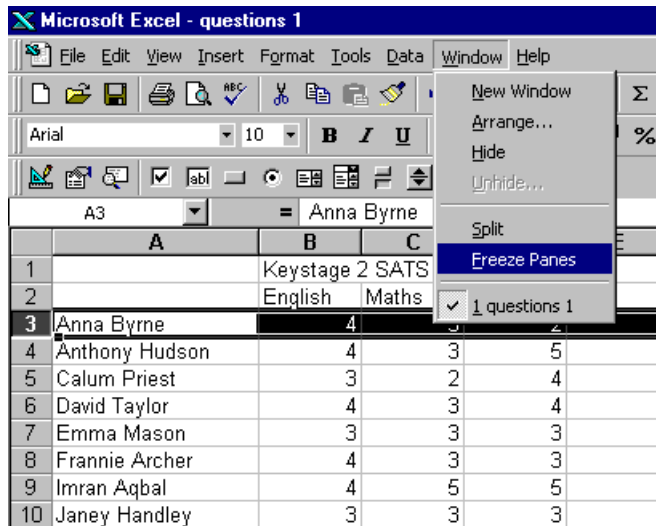


Freeze frames in Excel

Often you want to create a class list. This might be for recording reading ages, key stage results etc. You can of course put these in Word but then you need to know how many columns and rows you will need. Excel is more flexible and easier to get around. For a start, it's big. There are 1,069,547,520 cells which should be enough for even the most obsessive administrator.



If you want to work on cells which are a long way down the page, it's always handy to be able to see your headings so you don't have to scroll up and down. You can do this by using the Freeze Panes facility: Select the row just below your column headings.

On the *Window* menu, click *Freeze Panes*. The "frozen" column headings don't scroll, but stay in place as you move through the rest of the

worksheet.

Sometimes your spreadsheet is too wide to see on the screen or you want to hide a column such as the comments in column B in the illustration. To make columns disappear, highlight them, go to the *Format* menu, choose *Column - hide*