

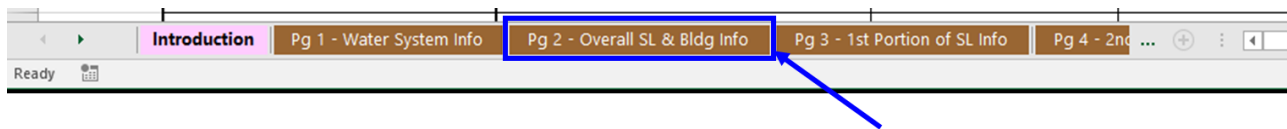
Instructions on Freezing/Unfreezing Rows and Columns in a Worksheet of a Microsoft Excel Spreadsheet

Keeping an area of a worksheet visible while you scroll to another area of the worksheet may be useful when viewing and navigating a large spreadsheet. Follow the steps below to apply **Freeze Panes** to keep specific rows and columns in place and visible while scrolling through the spreadsheet. It is important to note that these steps would need to be repeated for each individual worksheet/tab to which you want to apply this feature. Instructions on how to unfreeze rows and columns are also found in this document.

Freezing rows and columns

1. Select the worksheet/tab in the spreadsheet that you want to freeze specific rows and columns in place.

For instance, if you want to freeze specific rows and columns in place on Page 2 of the inventory spreadsheet, select the worksheet/tab with the name "Pg 2 – Overall SL & Bldg Info".

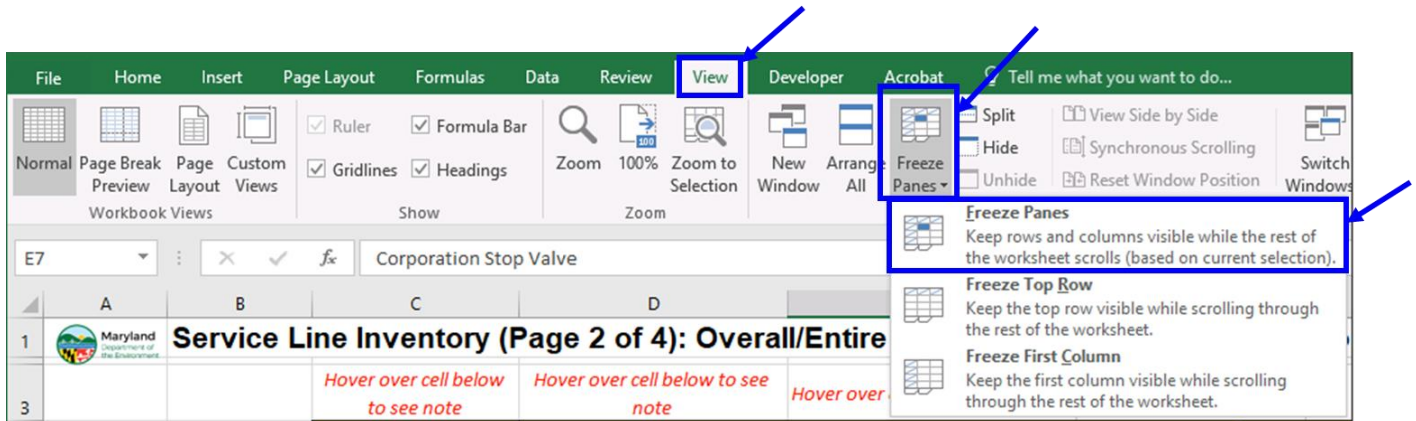


2. Make sure that the worksheet is scrolled all the way to the top and all the way to the left.
3. Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.

For instance, if you want to keep rows 1-6 and columns A-D visible while scrolling, select/click on cell E7.

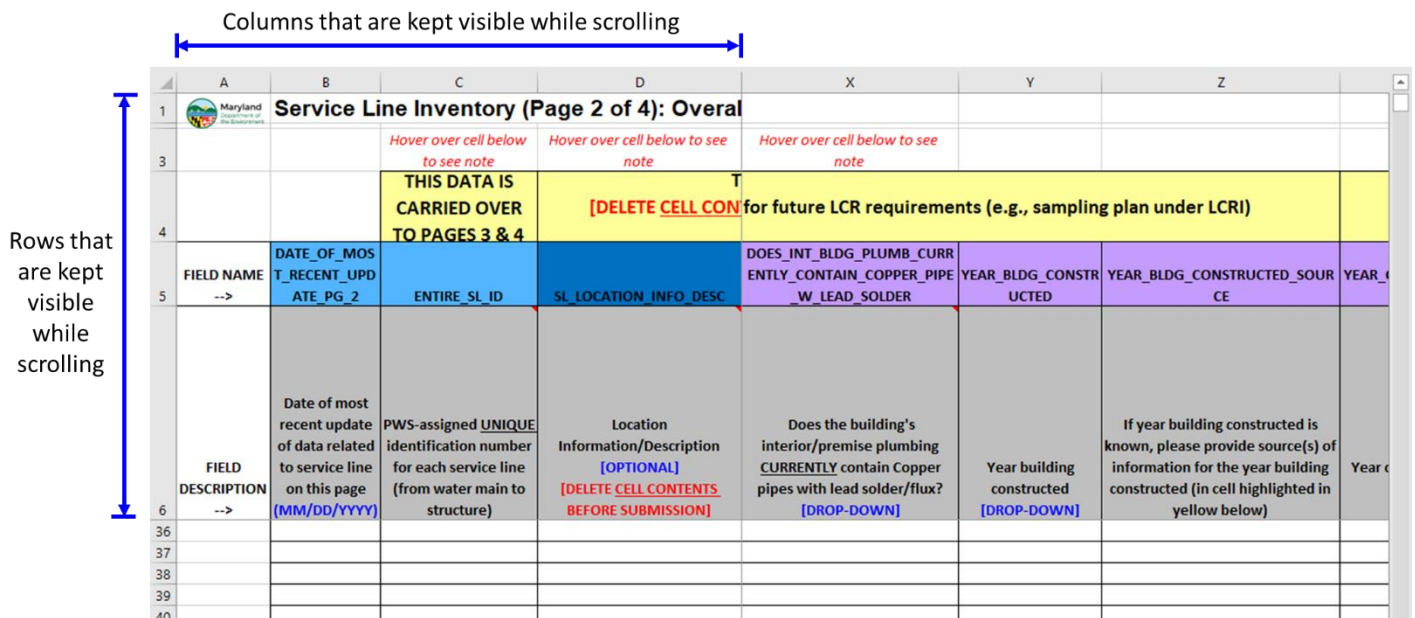
A screenshot of an Excel spreadsheet titled 'Service Line Inventory (Page 2 of 4): Overall/Entire Service Line from Water Main to Building and Building Int'. The spreadsheet has columns A through H and rows 1 through 12. A blue double-headed arrow above the spreadsheet indicates 'Columns that will be kept visible while scrolling' from column A to column D. A blue arrow points to cell E7, which is labeled 'Cell E7'. A blue double-headed arrow on the left side of the spreadsheet indicates 'Rows that will be kept visible while scrolling' from row 1 to row 6. The spreadsheet content includes headers for 'FIELD NAME', 'DATE_OF_MOST_RECENT_UPDATE_PG_2', 'ENTIRE_SL_ID', 'SL_LOCATION_INFO_DESC', 'SL_REF_POINT_LAT_LONG', 'SL_LAT', 'SL_LONG', and 'SL_CONNECT'. An example row (Row 7) shows data for 'EXAMPLE ROW OF DATA' with values like '10/16/2024', 'EXAMPLE-1', '123 Main Street', 'Corporation Stop Valve', '39.275162', and '-76.645871'. Red text in the spreadsheet indicates instructions like '[DELETE CELL CONTENTS BEFORE SUBMISSION]'.

- Click the **View** tab under the Excel ribbon (located near the top of the spreadsheet). Next, click the **Freeze Panes** button, and then click **Freeze Panes** drop-down option. NOTE: If you see **Unfreeze Panes** in the drop-down options after clicking the **Freeze Panes** button, this means that the worksheet has the **Freeze Panes** feature already applied.



- The worksheet should have the **Freeze Panes** feature applied. When you scroll the worksheet (up/down/left/right), the frozen rows and columns should remain visible.

For instance, rows 1-6 and columns A-D are kept visible while scrolling in this example.

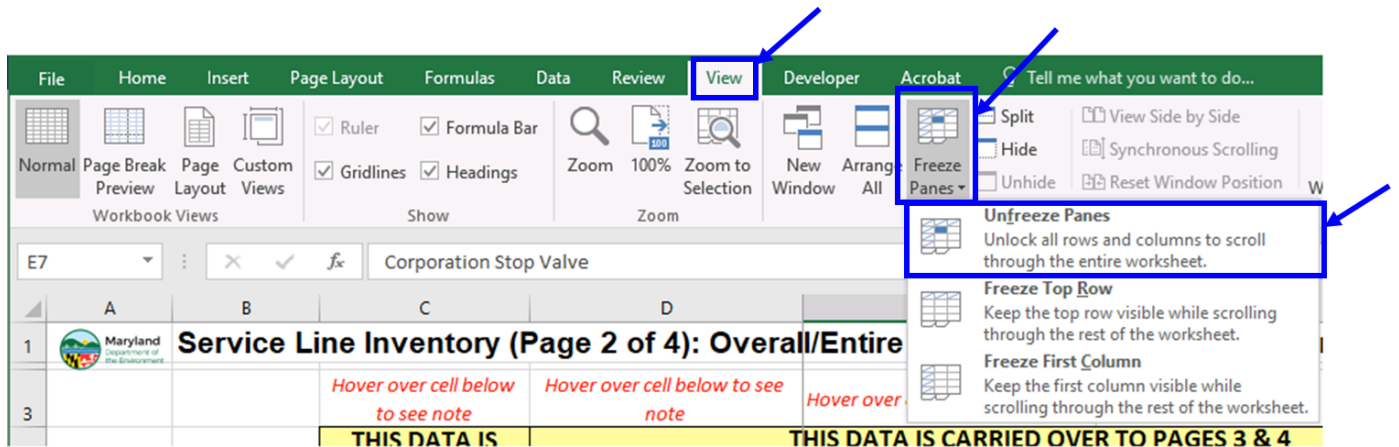


- Repeat **steps 1 through 4** for any other worksheets/tabs that you want to keep specific rows and columns visible while scrolling.

Unfreeze rows and columns

- Select the worksheet/tab in the spreadsheet that you want to unfreeze specific rows and columns.

- Click the **View** tab under the Excel ribbon (located near the top of the spreadsheet). Next, click the **Freeze Panes** button, and then **Unfreeze Panes** drop-down option. NOTE: If you see **Freeze Panes** in the drop-down options after clicking the **Freeze Panes** button, this means that the worksheet does not have any frozen rows or columns.



- The worksheet should now have all rows and columns unfrozen.
- Repeat **steps 1 and 2** for any other worksheets/tabs that you want to unfreeze rows and columns.