



Queen Mary
University of London

Microsoft Excel - Foundations

Data Visualisation

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Freeze Rows and Columns

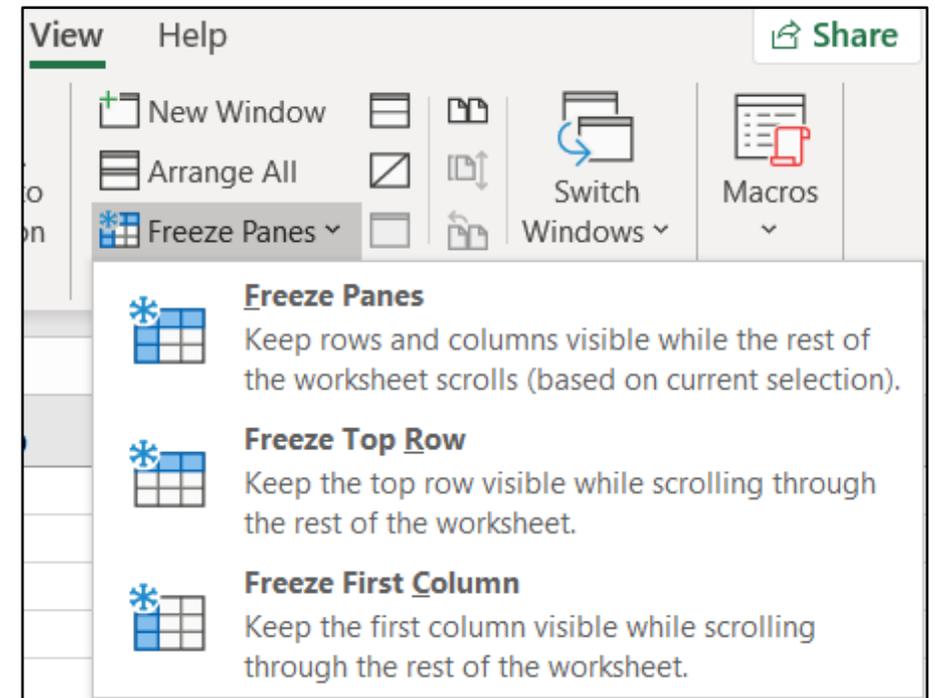
Freezing panes keeps the column or row headings visible while you're scrolling through the worksheet.

To freeze rows:

- Select the **row** below the row(s) you wish to **freeze**.
- Select the **Freeze Panes** command on the **View** tab.
- Choose the options from the Freeze Panes drop-down menu.

To freeze columns:

- Select the **column** right the column(s) you wish to **freeze**.
- Select the **Freeze Panes** command on the **View** tab.
- Choose the options from the Freeze Panes drop-down menu.



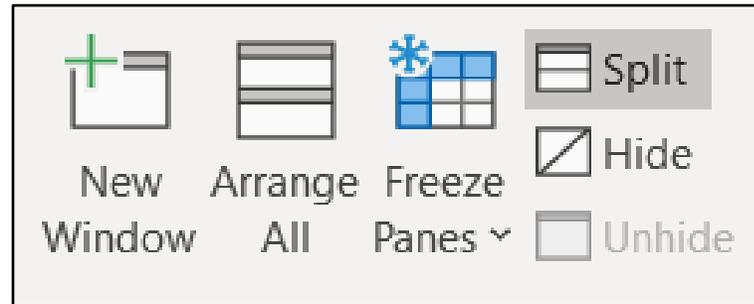
The rows/columns will be frozen in place, as indicated by a grey line.

Split a Worksheet

The Split command allows you to divide the worksheet into multiple panes that scroll separately.

- Select the **cell** where you wish to split the worksheet.
- Select the **Split** command on the **View** tab.
- The worksheet will be split into different panes which can be scrolled separately using the scroll bars.

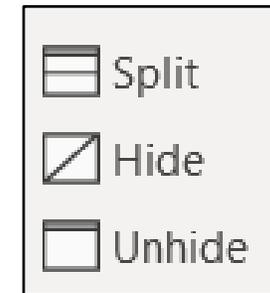
To remove the split, click the Split command again.



Hide/Unhide Commands

You may want to compare certain rows or columns without changing the organization of your worksheet.

Excel allows you to hide rows and columns as needed.



- Select the **column(s)/row(s)** you wish to hide.
- Select the **Hide** command on the **View** tab.
- The columns/rows will be hidden. A green column line indicates the location of the hidden columns.

To unhide the columns, select the columns on both sides of the hidden columns. Then click **Unhide** on the View tab.

To unhide the rows, select the rows before and after the hidden rows. Then click **Unhide** on View tab.

Group

Excel can organize data in groups, allowing you to easily show and hide different sections of your worksheet.

Reasons to use the Excel Group Function:

- To easily expand and contract sections of a worksheet;
- To minimize schedules or side calculations that other users might not need;
- To keep information organized;
- As a substitute for creating new sheets (tabs);
- As a superior alternative to hiding cells.

How to group:

- Select the cells to be grouped (hidden).
- Click on Group on the Data tab.

