

## Freeze Rows

- When working with large worksheets, you can use freeze rows to see the first row or column no matter how far down or over you scroll in the worksheet.

The screenshot shows the 'View' tab in Microsoft Excel. The 'Freeze Panes' button is highlighted. Four callouts provide instructions:

- Go to the View tab.
- Click in the cell one row down and one column to the left of the rows/columns you want to freeze.
- Click on Freeze Panes.
- Click on Freeze Panes.

The spreadsheet data is as follows:

Company	Symbol	Price	\$ Change	%PRC	DIV	%DY	Shares(M)	Av
3 M Co	MMM	70.00	0.47	0.73	2.04	3.15	694.38	
AES Corp	AES		-0.2	-1.63	0	0	666.66	
A K Steel				-4.03	0.2	1.08	109.28	
A T & T Inc								
Abbott Labs								
Abercrombie								
Adobe Systems								
Adv'd MicroDv								
AEP								
Aetna Inc								
Affiliatd Comp								
AFLAC Inc								
Agilent Tech	A	21.50	0.02	0.09	0	0	343.35	3,040,677
Air Prod&Chem	APD	69.88	0.18	0.26	1.8	2.58	209.83	1,600,094
Akamai Tech	AKAM	20.31	-0.01	-0.05	0	0	172.72	4,110,404
Alcoa Inc	AA	10.20	0.06	0.59	0.12	1.18	974.29	39,239,472
Allegheny Eny	AYE	24.73	0.02	0.08	0.6	2.43	169.4	2,738,686
Allegheny Tech	ATI	28.50	-6.29	-18.08	0.72	2.53	98.02	3,010,916
Allergan	AGN	50.53	0.59	1.18	0.2	0.4	304.49	2,049,869
Allstate Corp	ALL	25.07	0.39	1.58	0.8	3.19	536.36	5,519,711
Altera Corp	ALTR	18.40	0.77	4.37	0.2	1.09	293.4	8,636,577
Altria Group	MO	17.30	-0.03	-0.17	1.28	7.4	2067.65	16,511,009
Amazon Comm	AMZN	88.79	-0.22	-0.25	0	0	429	6,679,541

## Navigation

### Hot Key Combination

### What It Does

CTRL + Home

Moves your cursor to the very first cell in the spreadsheet.

CTRL + End

Moves your cursor to the last cell in the spreadsheet.

CTRL + Right Arrow

Moves your cursor to the last cell in the selected row.

CTRL + Left Arrow

Moves your cursor to the first cell in the selected row.

CTRL + Up Arrow

Moves your cursor to the first cell in the selected column.

CTRL + Down Arrow

Moves your cursor to the last cell in the selected column.

## Format As a Table

1 Click anywhere in your data.

2 Click on Format as a Table on the Home tab.

3 Click on the formatting you prefer.

4 Click on OK.

**NOTICE:**  
When you format your spreadsheet as a table, you have the Table Tools Design tab to make the table pretty.

Company	P/E	Dividend Yield	Market Cap
3 M Co	0.73	2.0	4,161,331
A E S Corp	12.2	0.2	6,671,716
A K Steel	18.56	1.78	10,272,908
A T & T Inc	24.84	0.27	29,876,210
Abbott Labs	44.22	-0.78	10,085,294
Abercrombie	26.73	0.27	4,210,081
Adobe Systems	31.34	0.08	5,620,702
Adv'd MicroDv	3.55	-0.53	66,528,236
AEP	29.72	-0.52	4,354,735
Aetna Inc	24.62	0.14	6,987,894
Affiliatd Comp	44.93	-0.1	0

## Need more help?

- Go to: <http://www.gcflearnfree.org/excel2016>
- Call Pam at the Baldwin Library and schedule a one-on-one appointment: 412-885-2255.