

Purpose

This article explains how to freeze rows and columns in Google Sheets, including common use cases for teachers.

Audience

This article is for teachers at Virtual Academy that utilize the Google Sheets program on their laptop or desktop computers.

Overview

The freeze pane feature in Google Sheets allows users to pin or freeze select rows or columns in a spreadsheet. Frozen columns or rows do not move when a user scrolls in any direction in the spreadsheet.

Freezing and unfreezing columns and rows

To freeze a column in your spreadsheet, take the following steps:

1. Select a column to freeze.
2. From the top menu bar, select **View > Freeze** and choose how many columns to freeze. Choose from one of three options: **1 column**, **2 columns**, or **Up to column __** (the column you selected).
3. To freeze multiple columns, select the last column in the group and repeat step two.
 - a. For example, if you want to freeze columns A-D, select column D.

To freeze a row in your spreadsheet, take the following steps:

1. Select a row to freeze.
2. From the top menu bar, select **View > Freeze** and choose how many rows to freeze. Choose from one of three options: **1 row**, **2 rows**, or **Up to row __** (the row you selected).
3. To freeze multiple rows, select the last row in the group and repeat step two.
 - a. For example, if you want to freeze rows 1-6, select row 6.

To unfreeze rows or columns, select **View > Freeze > No rows** or **No columns**.

 **Tip:** This article focuses on freezing through the **View** menu option only. A faster way to freeze panes is by using Google Sheets' [drag and drop functionality](#).

Common use cases for teachers

Teachers will find this feature valuable when managing gradebooks, attendance records, or other spreadsheets that contain a long list of names. Since frozen items remain visible and "pinned" to the screen, teachers can easily refer back to student names while working. With gradebooks for example, teachers can freeze the names of students listed in rows or assignments listed in columns to ensure that each grade is entered properly.