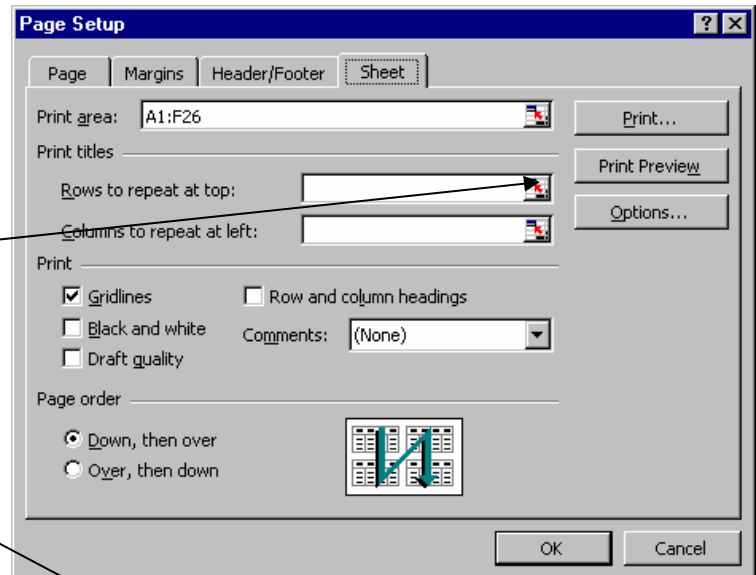


More Excel Tips

To have a row appear on each printed page:

- File to Page Setup
- Click on Sheet tab
- Click here
- Click on the row number you want to show (so the whole row is selected)
- Click here to expand the box again, then click okay.



To Freeze Columns so they always show when you are scrolling:

- Select the column AFTER the one(s) you want displayed. (Do this by clicking on the Column letter to select the whole column)
- Select the WINDOW menu
- Select FREEZE PANES

To Freeze Rows so they always show when you are scrolling:

- Select the row AFTER the one(s) you want displayed. (Do this by clicking on the row number to select the whole row)

- Select the **WINDOW** menu
- Select **FREEZE PANES**

To Freeze both Columns and Rows so they always show when you are scrolling:

- Click in a single cell on your spreadsheet. (This will freeze all rows above the selected cell and all columns to the left of the selected cell)
- Select the **WINDOW** menu
- Select **FREEZE PANES**