![DAISEY logo — connecting the first five years to a lifetime of success]
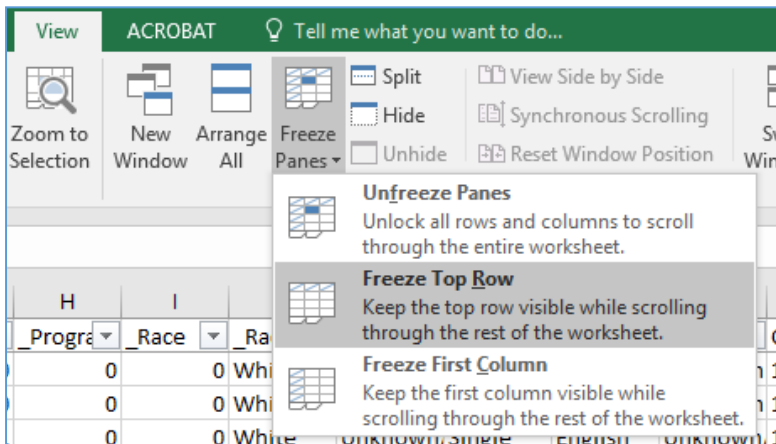
Desk Reference for Using DAISEY Data
Freeze Panes

Freeze Panes allows you to scroll through your data while keeping certain rows and/or columns visible. For example, you might want to keep question headings at the top of the sheet when you are scrolling through rows of data, or you might want keep client names or IDs on the left while you scroll through several columns.

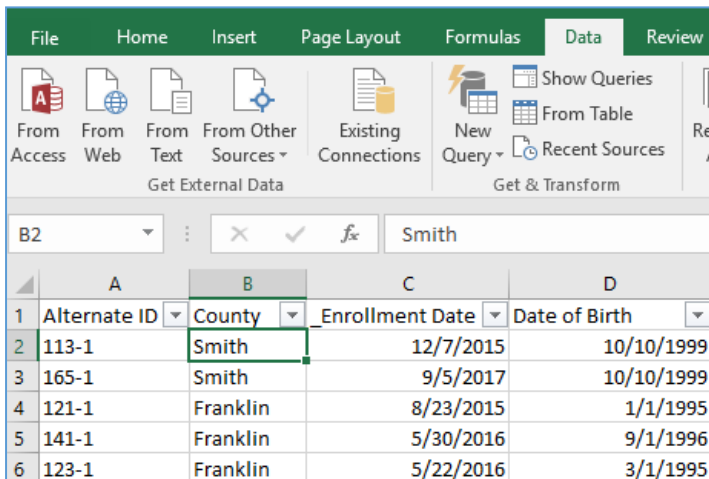**Freeze Top Row: Holds the top row while scrolling up and down through data**

1. Click on the "View" tab, click on the "Freeze Panes" button, and select "Freeze Top Row" from the options.

2. Now you should be able to scroll up and down using your mouse or the vertical scroll bar while the top row stays visible.
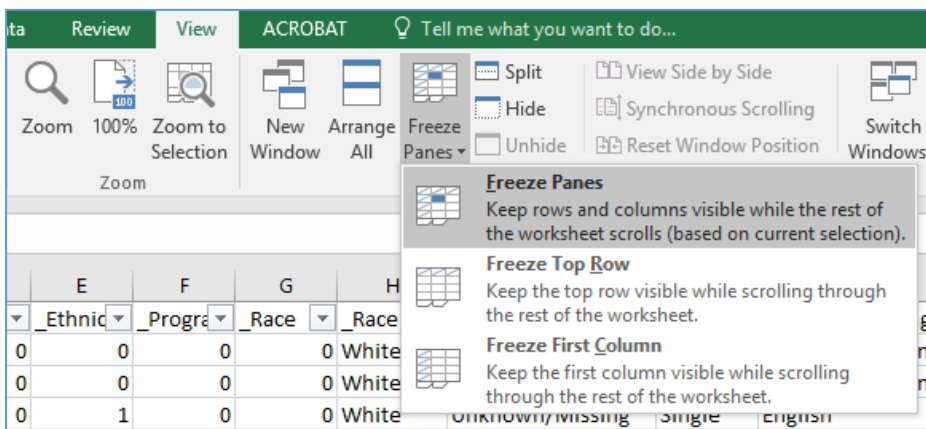
Freeze Panes: Holds rows and columns steady while scrolling through data

1. Activate the cell that is directly to the right of the column(s) you want to freeze and directly below the row(s) you want to freeze.

2. Click on the "View" tab, click on the "Freeze Panes" button, and select "Freeze Panes" from the options.

3. Now you should be able to scroll up and down using your mouse or the vertical scroll bar while the top row(s) stay visible and you should also be able to scroll left and right using the horizontal scroll bar while the column(s) on the left stay visible.

Unfreeze Panes

1. Click on the "View" tab, click on the "Freeze Panes" button, and select "Unfreeze Panes" from the options.