NIELIT Gorakhpur

Course Name: O Level (1st Sem)   Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-7)   Date: 21-05-20
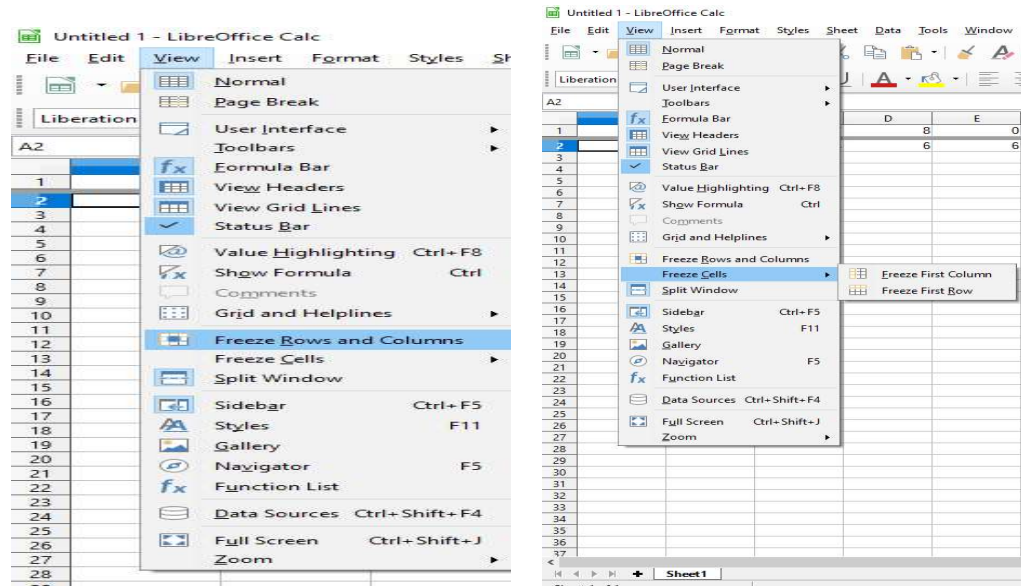[Freezing and Splitting]

Freezing rows and columns:

Freezing locks a number of rows at the top of a spreadsheet or a number of columns on the left of a spreadsheet or both rows and columns. Then, when moving around within a sheet, the cells in frozen rows and columns always remain in view.

Figure shows some frozen rows and columns. The heavier horizontal line between rows 3 and 23 and the heavier vertical line between columns F and Q indicate that rows 1 to 3 and columns A to F are frozen. The rows between 3 and 23 and the columns between F and Q have been scrolled off the page.

	A	B	C	D	E	F	Q	R
1		Surname	First Name	Address	City	Country		
2		Henderson	Sue	PO 876	Warman	Canada		
3		Alan	Darmack	76 Creek Road	Etton	USA		
23								
24								

Freezing rows or columns

1) Click into the cell that is immediately below the rows you want to freeze and immediately to the right of the columns you want frozen.

2) Click on the **Freeze Rows and Columns** icon in the main toolbar or go to **View** on the Menu bar and select **Freeze Cells > Freeze Rows and Columns**. A heavier line appears between the rows or columns indicating where the freeze has been placed.

Unfreezing

To unfreeze rows or columns, either go to **View** on the Menu bar and select **Freeze Cells >
Freeze Rows and Columns** or click on the **Freeze Rows and Columns** icon in the main
toolbar. The heavier lines indicating freezing will disappear.
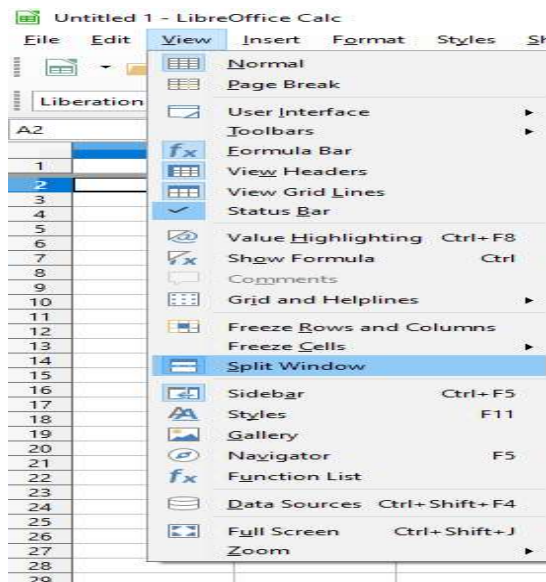
Splitting the screen

The screen can be split horizontally, vertically, or both, giving up to four portions of the
spreadsheet in view at any one time. An example of splitting the screen is shown in Figure
where a split is indicated by additional window borders within the sheet.
Consider a large spreadsheet in which one cell contains a number that is used by three
formulas in other cells. Using the split-screen technique, we can position the cell containing
the number in one section and each of the cells with formulas in the other sections.

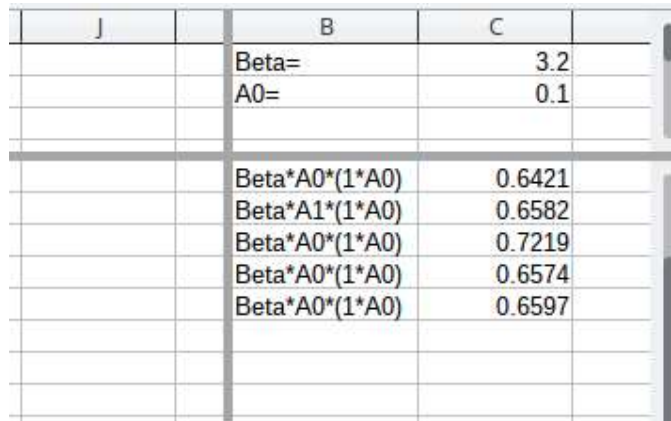|	A	B	C
1		Beta=	3.2
2		A0=	0.1
7	A1=	Beta*A0*(1*A0)	0.6421
8	A2=	Beta*A1*(1*A0)	0.6582
9	A3=	Beta*A0*(1*A0)	0.7219
10	A4=	Beta*A0*(1*A0)	0.6574
11	A5=	Beta*A0*(1*A0)	0.6597
12			

Splitting horizontally or vertically

1) Click on the row header below the rows where we want to split the screen
   horizontally or click on the column header to the right of the columns where we
   want to split the screen vertically.
2) Go to **View** on the Menu bar and select **Split Window.** Window borders appear
   between the rows or columns indicating where the split has been placed, as shown
   in Figure.

Alternatively:
1) For a horizontal split, drag the new horizontal window border below the row where we want the horizontal split positioned.
2) For a vertical split, drag the new vertical window border across to the right of the column where we want the vertical split positioned.

J		B	C	
		Beta=	3.2	
		A0=	0.1	
		Beta*A0*(1*A0)	0.6421	
		Beta*A1*(1*A0)	0.6582	
		Beta*A0*(1*A0)	0.7219	
		Beta*A0*(1*A0)	0.6574	
		Beta*A0*(1*A0)	0.6597	

Removing split views

To remove a split view, do one of the following:
1) Drag the split window borders back to their places at the ends of the scroll bars.
2) Go to **View** on the Menu bar and deselect **Split Window.**

Assignments:

A. **What do you understand by freezing rows, columns or cells in a spreadsheet? How does freezing helps in viewing the spreadsheet?**

B. **What do you understand by splitting the screen in a spreadsheet? How does splitting helps in viewing the spreadsheet?**