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			T
3		Alan	Darmack	76 Creek Road	Etton	USA			Τ
23				-					Τ
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.

					III Untitled	1 - Lib	reOffice Calc			
Untitled 1	- Libr	eOffice Calc			<u>File</u> <u>E</u> dit	⊻iew	Insert For	nat Styles <u>S</u> h	leet <u>D</u> ata <u>T</u> e	ools <u>W</u> indow
Eile Edit	View	Insert Format	Styles	SF	🗎 • I		Normal Dago Break		6 Pa 🖹	- 🍝 🎤
	IIII	Normal			Liberation		Eage break			8 · 📰 🗏
	ITER.	Page Break			A2		Toolbars			
Liberation	-				is an and	fx	<u>E</u> ormula Bar		D	E
0.2		User Interface			1		Vie <u>w</u> Headers			3 0
AZ	100	looibars			3		View Grid Line	s		, ,
1	IX	Eormula Bar			4	~	Status Bar			
2		Vie <u>w</u> Headers			6		Value <u>H</u> ighligh	nting Ctrl+F8		
3	ETTE	View Grid Lines			8	5×	Show Formula	Ctri		
4	~	Status <u>B</u> ar			9	668	Grid and Helpl	ines 🕨		
5	1	Value <u>H</u> ighlightin	g Ctrl+F8	1. S	11	-	Freeze Rowr a	ad Columns		
7	1×	Show Formula	Ctrl	na -	12	(LLL)	Freeze Cells	•	Ereeze F	irst Column
8		Comments			14		Split Window		Freeze F	irst <u>R</u> ow
9	EEE!	Grid and Helpline	s		16	GE	Sidebar	Ctrl+F5		
11	and the second				17	A	Styles	F11		
12	1.001	Freeze Rows and	Columns		19		Gallery			
13	-	Freeze <u>C</u> ells		•	20	0	Navigator	F5		
15	8	Split Window			22	Ťx	Function List			
16	680	Sidebar	Ctrl+F5	1.0	24	8	Data Sources	Ctrl+Shift+F4		
17	A	Styles	F11		25		Full Screen	Ctrl+Shift+J		
19		Gallery			27		Zoom	•	1	
20	0	Navigator	F5		29					
21	f.	Eupction List			30					
23					32					
24		Data Sources Ctr	I+Shift+F4	•	34					
25		Full Screen C	trl+Shift+J	65	35 36					
27		Zoom		•	37					L. L
28	_	1			(d d)> >	•	Sheet1			
20					Sheet 1 of	1				

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	R	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 12	A5=	Beta*A0*(1*A0)	0.6597

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

<u>Removing split views</u>

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?