

Example: Combining Freeze Columns with Data Validation and Conditional Formatting

To illustrate how these features work together, let's walk through an example step-by-step.

Sample Data

Imagine you have an Excel spreadsheet with the following columns:

- **Column A:** Student Names
- **Column B:** Assignment Scores
- **Column C:** Final Exam Scores
- **Column D:** Total Marks
- **Column E:** Grades

The rows are filled with data for 50 students.

Objectives:

- To always see the **Student Names** as you scroll through the sheet.
- To highlight scores less than 50 in the **Assignment Scores** and **Final Exam Scores** columns.
- To apply data validation to ensure that no total marks exceed 100.

Step 1: Freeze the Student Names Column

1. Click on cell **B1**.
2. Navigate to the **View** tab.
3. Under the **Window** section, click on **Freeze Panes**.
4. Select **Freeze Panes** from the dropdown.

Now, as you scroll to the right, **Column A** with **Student Names** will remain visible.

Step 2: Apply Conditional Formatting to Highlight Low Scores

1. Select the range **B2:B51**.
2. Navigate to the **Home** tab.
3. Under the **Styles** section, click on **Conditional Formatting**.
4. Choose **New Rule**.
5. In the dialog box, select **Format cells that contain**.
6. Under **Format only cells with**, choose **Cell Value, less than**, and type **50**.
7. Click **Format**, select a red fill, and then click **OK**.

Repeat the same steps for **Column C**.

Now, any score below 50 will be highlighted in red, and you can still see the **Student Names** as you scroll.

Step 3: Apply Data Validation for Total Marks

1. Select the range **D2:D51**.
2. Navigate to the **Data** tab.
3. Under the **Data Tools** section, click on **Data Validation**.
4. In the dialog box, under **Settings**, choose **Whole number** from the **Allow** dropdown.
5. Set **Minimum** to **0** and **Maximum** to **100**.
6. Click **OK**.

You've now set a data validation rule that ensures that the total marks for each student don't exceed 100.

Benefits:

- **Student Names** remain visible because of the **Freeze Columns** feature.

- **Low scores** are immediately visible thanks to **Conditional Formatting**.
- **Data integrity** is maintained with **Data Validation**, ensuring no invalid total marks.

This real-world example illustrates how **Freeze Columns in Excel** can be effectively used in combination with **Conditional Formatting** and **Data Validation** to manage data more efficiently.

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