



Congelando Células no Calc.

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Imagine a seguinte situação: um professor precisa fazer uma tabela de notas de 41 alunos. No entanto, ele só consegue visualizar 20 alunos (com fonte legível), como mostra a figura abaixo (**Figura 1**). Quando chegar no aluno 23, ele não terá mais acesso ao cabeçalho da tabela (em negrito). Então, fica difícil saber o que digitar.

Para resolver este problema, é necessário congelar as linhas que possuem o cabeçalho.

	A	B	C	D	E	F	G
1	NOTAS						
2	N	NOME	NOTA 01	NOTA 02	NOTA 03	NOTA 04	MEDIA
4	01	ANTONIO	5,0	5,0	5,0	8,0	5,8
5	02	MARIA	4,0	5,0	7,0	8,0	6,0
6	03	CARLOS	5,0	8,0	9,0	10,0	8,0
7	04	TEREZA	10,0	5,0	6,0	10,0	7,8
8	05	JOSÉ	9,5	5,5	8,0	10,0	8,3
9	06	SEBASTIÃO	5,0	5,0	5,0	8,0	5,8
10	07	FRANCISCO	4,0	5,0	7,0	8,0	6,0
11	08	CARLOS ANTONIO	5,0	8,0	9,0	10,0	8,0
12	09	ANTONIO CARLOS	10,0	5,0	6,0	10,0	7,8
13	10	JOSÉ CARLOS	9,5	5,5	8,0	10,0	8,3
14	11	JOSÉ SARAMAGO	5,0	5,0	5,0	8,0	5,8
15	12	ASSIS BRASIL	4,0	5,0	7,0	8,0	6,0
16	13	JOSÉ DE ALENCAR	5,0	8,0	9,0	10,0	8,0
17	14	MACHADO DE ASSIS	10,0	5,0	6,0	10,0	7,8
18	15	MARIA DE ASSUNÇÃO	9,5	5,5	8,0	10,0	8,3
19	16	TEREZA CRISTINA	5,0	5,0	5,0	5,0	5,0
20	17	CRISTINA	7,0	4,0	5,5	7,0	5,9
21	18	ETC ETC ETC	9,0	5,0	5,0	9,0	7,0
22	19	ETC ETC ETC	6,0	10,0	4,0	6,0	6,5
23	20	ETC ETC ETC	8,0	9,5	5,0	8,0	7,6

Figura 1 : Visualizando os 20 primeiros alunos.

Como fazer isso? Simples!

- 1 - Digite os dados como na figura acima;
- 2 - Selecione as linhas de 1 a 3, clicando em cima dos cabeçalhos de linhas e arrastando até a 3;
- 3 - Em seguida, vá ao menu Janela e clique em dividir;
- 4 - Arraste a linha que surgir até abaixo da linha 3;
- 5 - Feito isso, clique novamente no menu janela em seguida congelar;

Pronto! As células estão congeladas e você pode digitar todas as informações e o cabeçalho da sua tabela não “sumirá”.

	A	B	C	D	E	F	G
1	NOTAS						
2	N	NOME	NOTA 01	NOTA 02	NOTA 03	NOTA 04	MEDIA
18	16	TEREZA CRISTINA	5,0	5,0	5,0	5,0	5,0
20	17	CRISTINA	7,0	4,0	5,5	7,0	5,9
21	18	ETC ETC ETC	9,0	5,0	5,0	9,0	7,0
22	19	ETC ETC ETC	6,0	10,0	4,0	6,0	6,5
23	20	ETC ETC ETC	8,0	9,5	5,0	8,0	7,6
24	21	ETC ETC ETC	5,0	5,0	10,0	5,0	6,3
25	22	ETC ETC ETC	7,0	4,0	9,5	7,0	6,9
26	23	ETC ETC ETC	9,0	5,0	5,0	9,0	7,0
27	24	ETC ETC ETC	6,0	10,0	4,0	6,0	6,5
28	25	ETC ETC ETC	8,0	9,5	5,0	8,0	7,6
29	26	ETC ETC ETC	5,0	5,0	10,0	5,0	6,3
30	27	ETC ETC ETC	7,0	4,0	9,5	7,0	6,9
31	28	ETC ETC ETC	9,0	5,0	5,0	9,0	7,0
32	29	ETC ETC ETC	6,0	10,0	4,0	6,0	6,5
33	30	ETC ETC ETC	8,0	9,5	5,0	8,0	7,6
34	31	ETC ETC ETC	9,0	5,0	10,0	9,0	8,3
35	32	ETC ETC ETC	6,0	10,0	9,5	6,0	7,9
36	33	ETC ETC ETC	8,0	9,5	9,5	8,0	8,8
37	34	ETC ETC ETC	6,0	10,0	4,0	6,0	6,5
38	35	ETC ETC ETC	8,0	9,5	5,0	8,0	7,6

Figura 2 : Cabeçalho congelado - Páginas posteriores.

