

Keep headings visible in Microsoft Excel

Excel for Microsoft 365 on Windows | Beginner reference

Working down a long client list? Keep the column headings and client names in view so you can follow the same record across your worksheet.

Try it on a client list

For this example, put headings in row 1 and client names in column A. Return to the top left of the worksheet before you begin.

- 1. Select cell B2, just below the headings and beside the first client name.
- 2. Choose View > Freeze Panes > Freeze Panes.
- 3. Scroll down, then across. Row 1 and column A should stay visible.

Choose what stays visible

Excel keeps the rows above your selection and the columns to its left on screen. Use the same menu command with these starting cells.

Keep visible	Select first
Row 1 only	A2
Column A only	B1
Row 1 and column A	B2
Rows 1 to 3 and column A	B4

Reset the view

Choose View > Freeze Panes > Unfreeze Panes. Use this reset before choosing a different starting cell if panes are already frozen.

Learn more: [Microsoft Support guide](#)