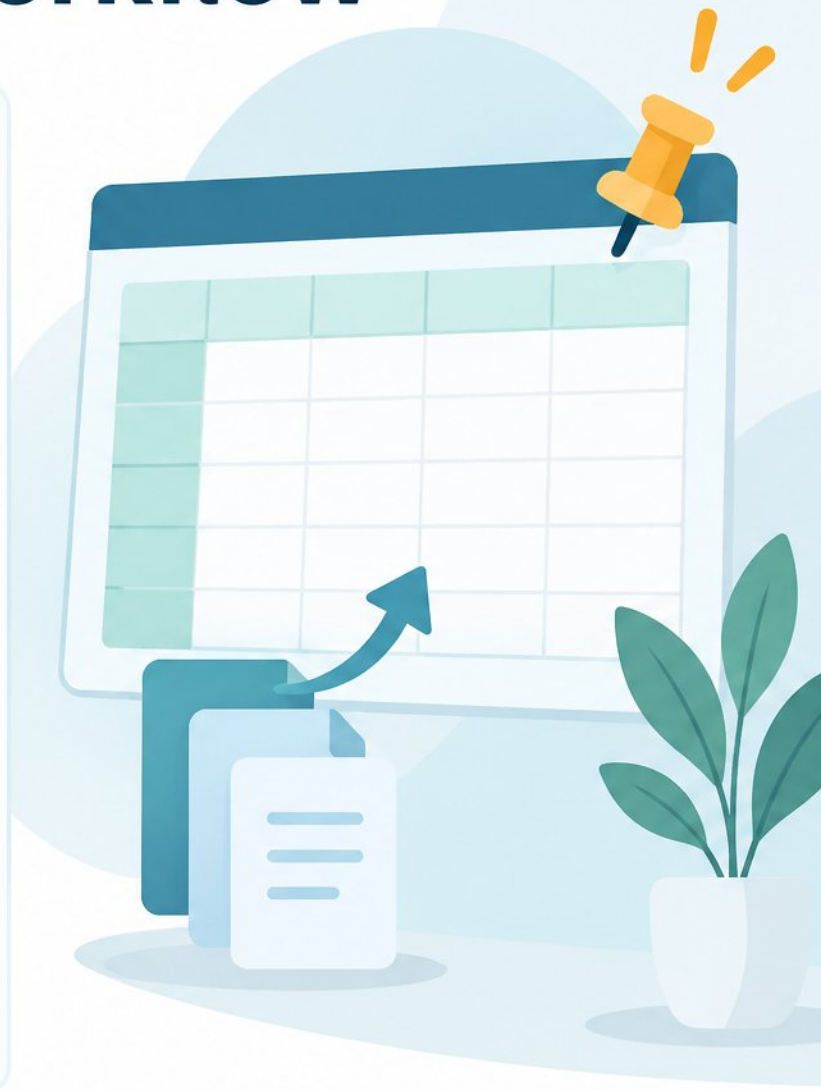
How to Pin Spreadsheet in Excel: A Practical Workflow

Two kinds of pinning:
Freeze Panes for the view,
pinned files for fast access

Why it matters:
headers and hames stay visible,
fewer scrolling mistakes

Workflow preview:
prepare the sheet, choose a pin method,
verify, reuse

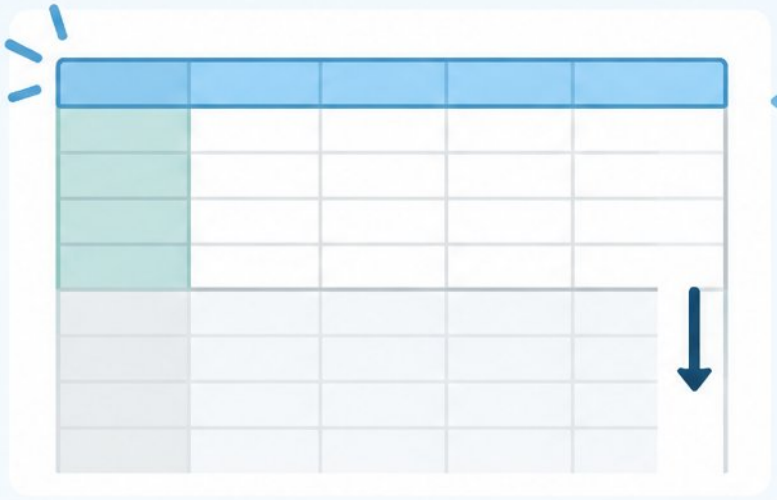
Clarified:
Freeze Panes vs. Split vs. hiding rows
vs. pinning a file



Two Kinds of Pinning: View vs. File

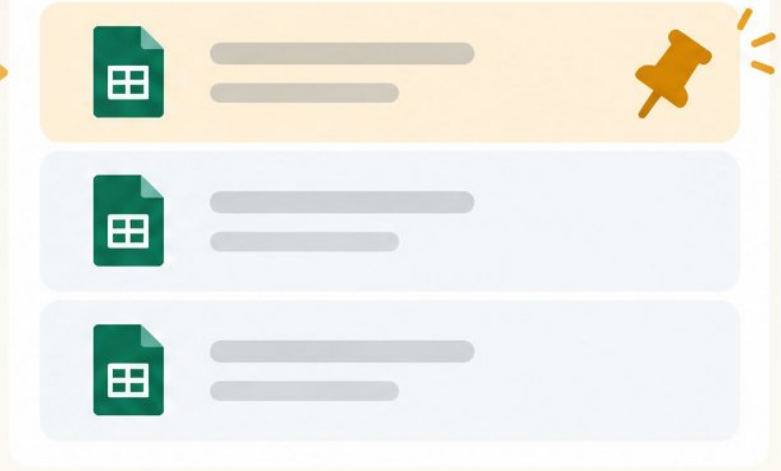
View-level

Keep important rows and columns visible while scrolling.



File-level

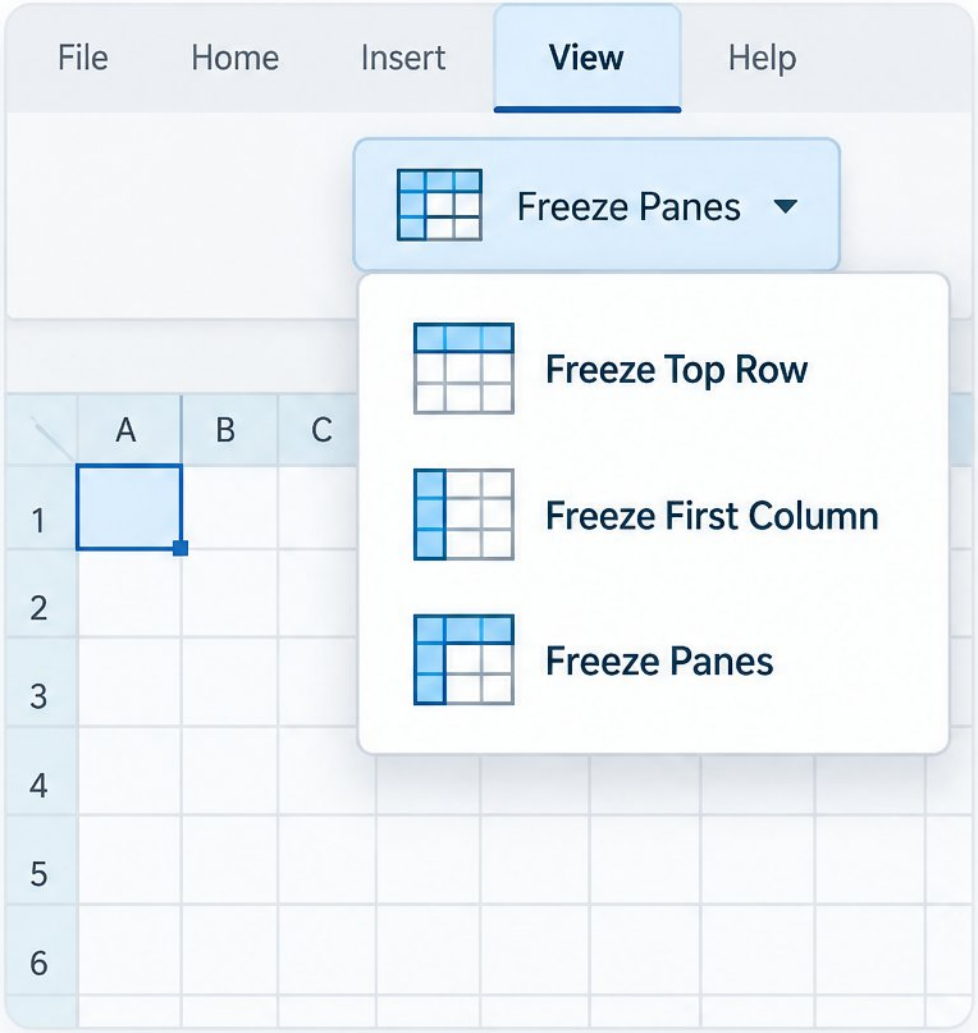
Pin workbooks to Recent, Favorites, or the Windows taskbar for one-click access.



- **View-level**: Freeze Panes keeps header rows and label columns visible while scrolling
- File-level: pin workbooks to Recent, Favorites, or the Windows taskbar for one-click access
- Pinning never locks cells, protects data, or changes formulas

Decision guide: labels must stay visible → freeze the view; faster opening → pin the file

Key Concepts and Choosing the Right Pin



Freeze Panes locks rows above and columns left of the selected cell

You cannot freeze non-contiguous rows — always a block from the top/left

Three options: Freeze Top Row, Freeze First Column, Freeze Panes

Decide by data size, header position, number of users, opening frequency

Microsoft 365 favors a Favorites list alongside the classic Recent pin

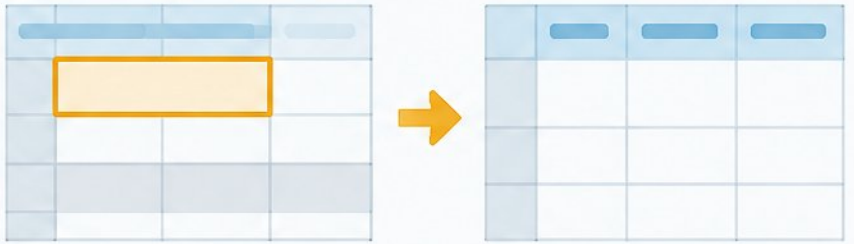
Preparing the Sheet Before You Pin

- Confirm header row and identifier column (names, IDs, dates) are in place
- Remove blank rows and columns; resolve merged cells in the freeze area
- Press Ctrl+Home first so headers sit at the top when you freeze
- Save a backup copy before changing view settings on shared templates
- **Why:** Excel freezes rows currently on screen — scrolled-down view freezes wrong rows

1 **Headers at the top**



2 **Resolve merged cells and remove blanks**



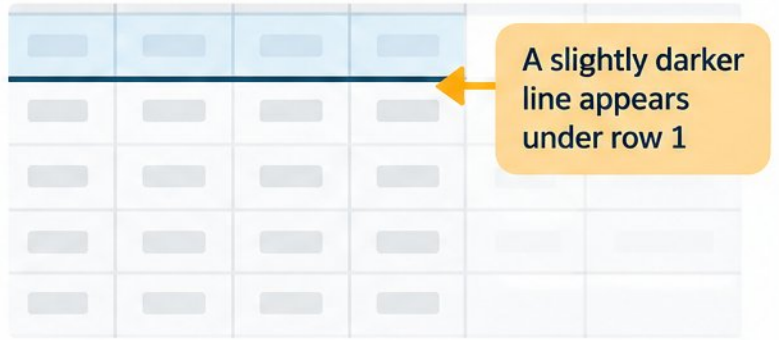
3 **Start from the top with Ctrl+Home**



Freezing the Top Row or First Column in One Click

1. **Freeze Top Row:** View tab > Freeze Panes > Freeze Top Row
2. A slightly darker line appears under row 1
3. **Freeze First Column:** View tab > Freeze Panes > Freeze First Column
4. A darker line appears to the right of column A
5. Each quick option locks exactly one row or one column
6. Choosing one replaces the other — they cannot both be on
7. Verify: scroll down or right; the header stays in place

Freeze Top Row



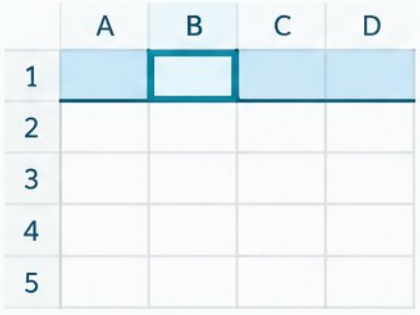
Freeze First Column



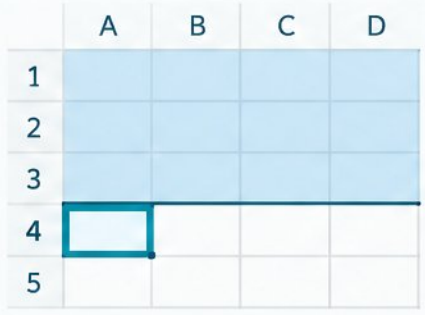
Freezing Custom Rows and Columns Step by Step

1. **Rule:** Freeze Panes locks every row above and column left of the selected cell
2. **Row 1 only:** any cell, then Freeze Top Row
3. **Rows 1–3:** select A4; **columns A–B:** select C1; **both:** C4
4. **Select cell,** then View > Freeze Panes > Freeze Panes; whole rows/columns work too
5. **Windows keys:** Alt, W, F, R (Top Row); Alt, W, F, C (First Column); Alt, W, F, F (Freeze/Unfreeze)
6. **To change the freeze,** choose Unfreeze Panes first — Ctrl+Z does not undo it

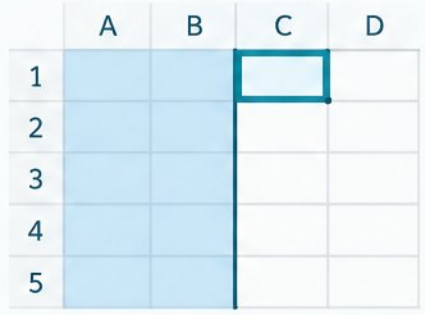
Row 1 only



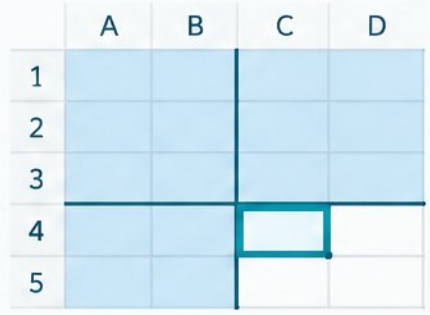
Rows 1–3 (select A4)



Columns A–B (select C1)



Both (select C4)



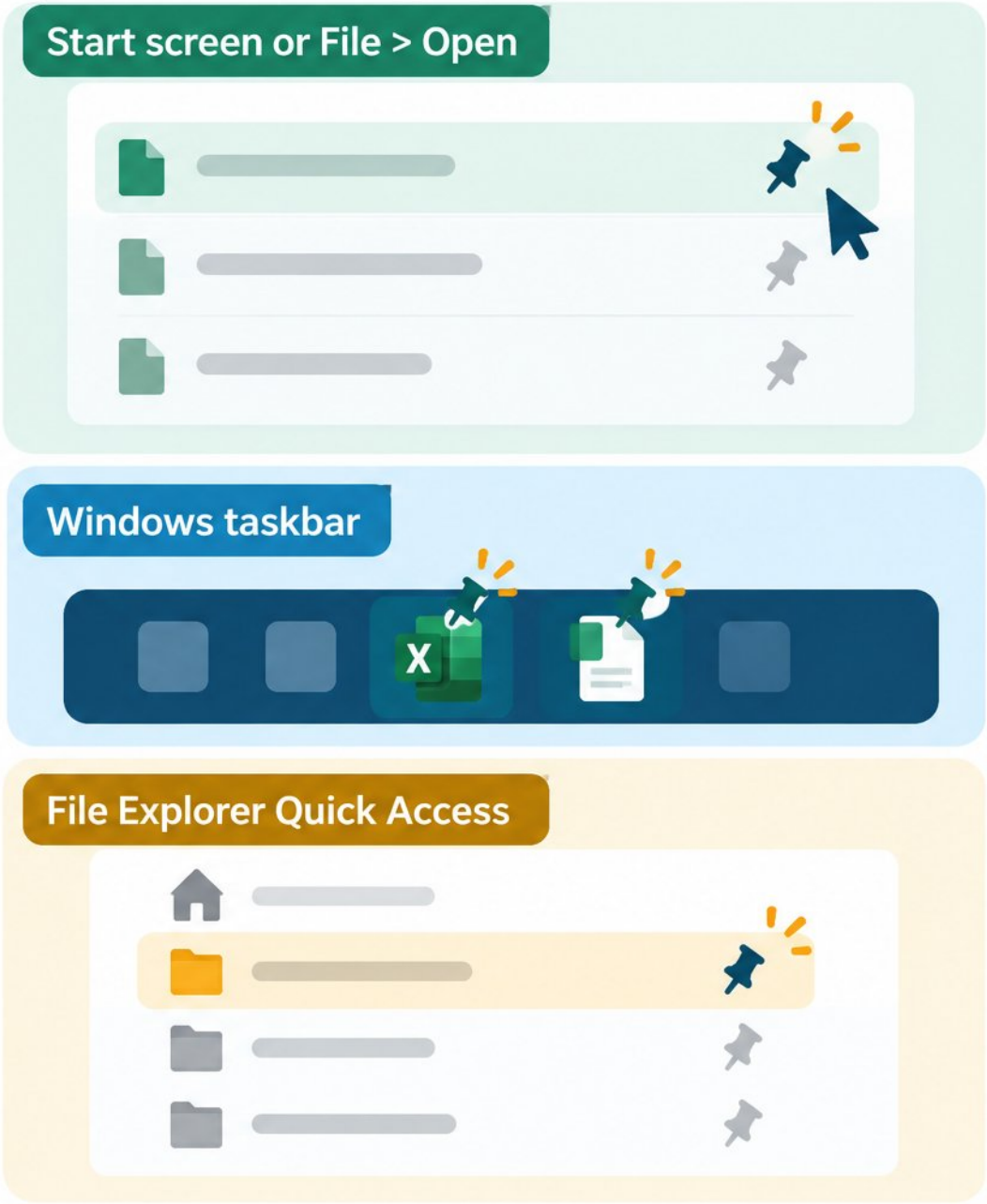
Windows keys

Alt	W	F	R	(Top Row)
Alt	W	F	C	(First Column)
Alt	W	F	F	(Freeze/Unfreeze)

To change the freeze, choose Unfreeze Panes first — Ctrl+Z does not undo it

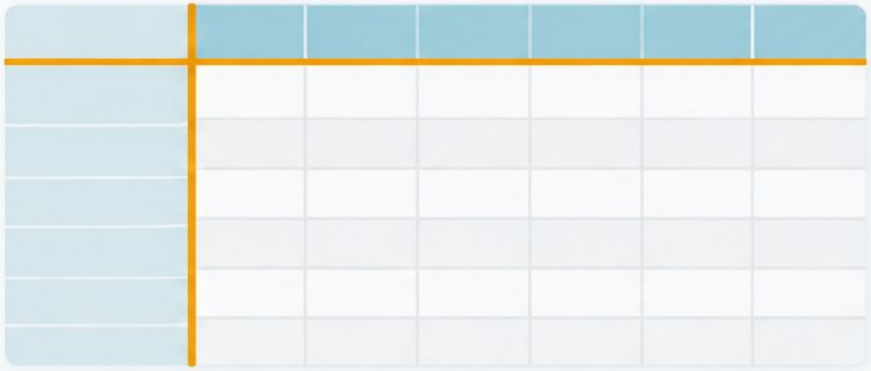
Pinning Files, Folders, and Excel for Fast Access

- Start screen or File > Open: hover a recent file, click the pin icon to keep it on top
- Click the pin again to unpin; the item returns to the normal Recent order
- Microsoft 365 alternative: right-click a file in Recent and choose Add to Favorites
- Remove favorites via Favorites list > right-click > Remove from Favorites
- Pin Excel or a workbook to the Windows taskbar; pin a working folder to Quick Access
- Housekeeping: clear unpinned documents and unpin old items to keep the list useful

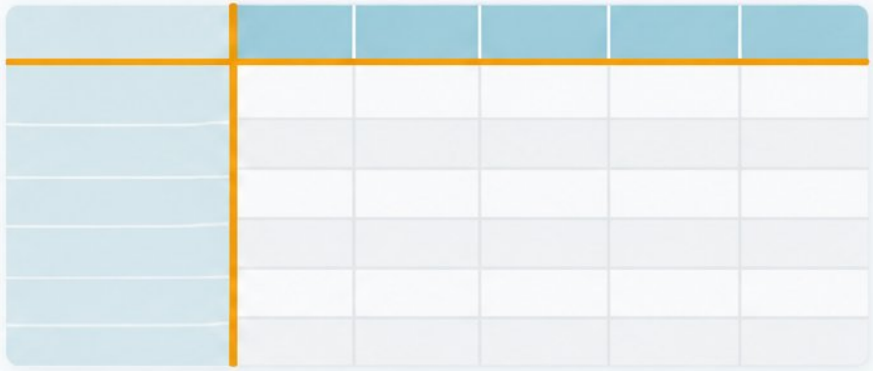


Practical Scenarios for Office, Teaching, and Administration

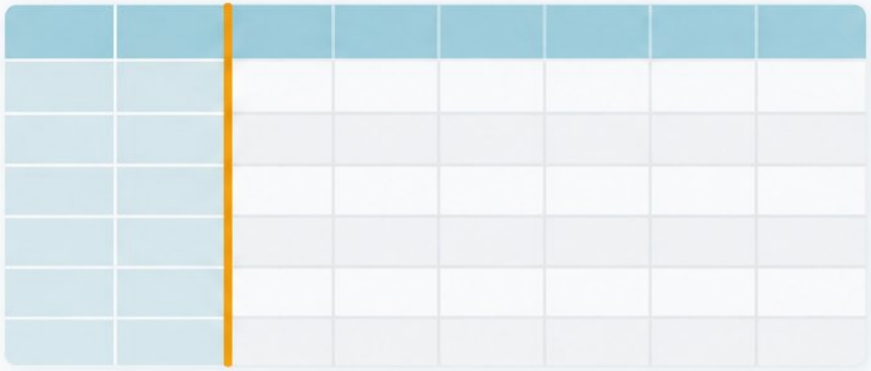
- **Gradebook:** freeze the name column and assessment header row



- **Budget tracker:** freeze category labels and month headers for aligned totals



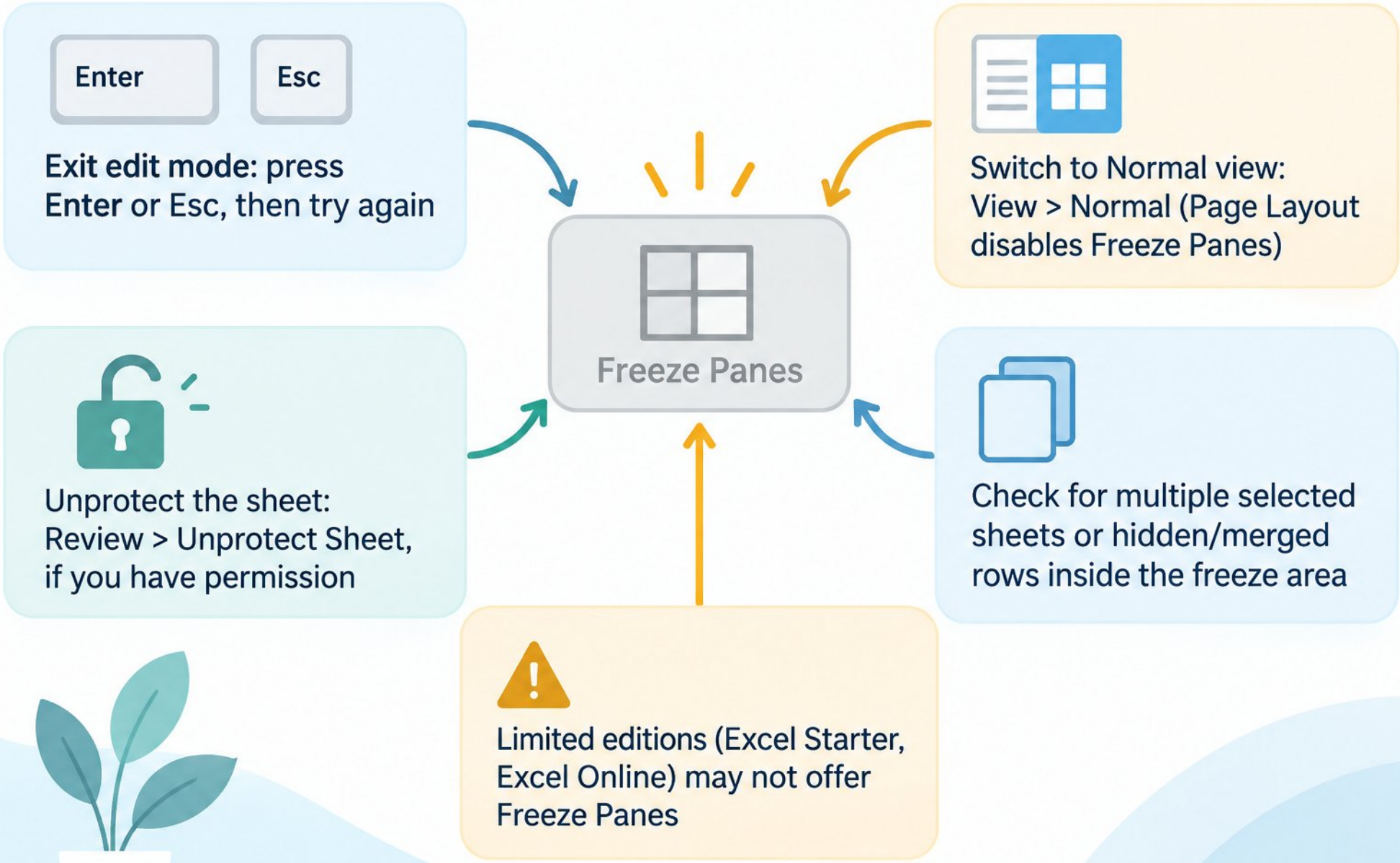
- **Attendance roster:** keep ID and name columns visible while scrolling dates



- **Weekly reporting:** pin one template workbook for fast, consistent reuse



Troubleshooting Why Freeze Panes Is Grayed Out



Fixing Wrong Freezes, Splits, and Lost Settings

1. **Wrong rows froze:** Unfreeze, press Ctrl+Home, reselect, then freeze again
2. **A thick bar means a split, not a freeze:** turn it off via View > Split
3. **Freeze lost after reopening:** save as .xlsx and click Enable Editing
4. **Can’t scroll because too much is frozen:** unfreeze or adjust the zoom slider
5. **Quick check:** the frozen border is a thin line below the last frozen row or column







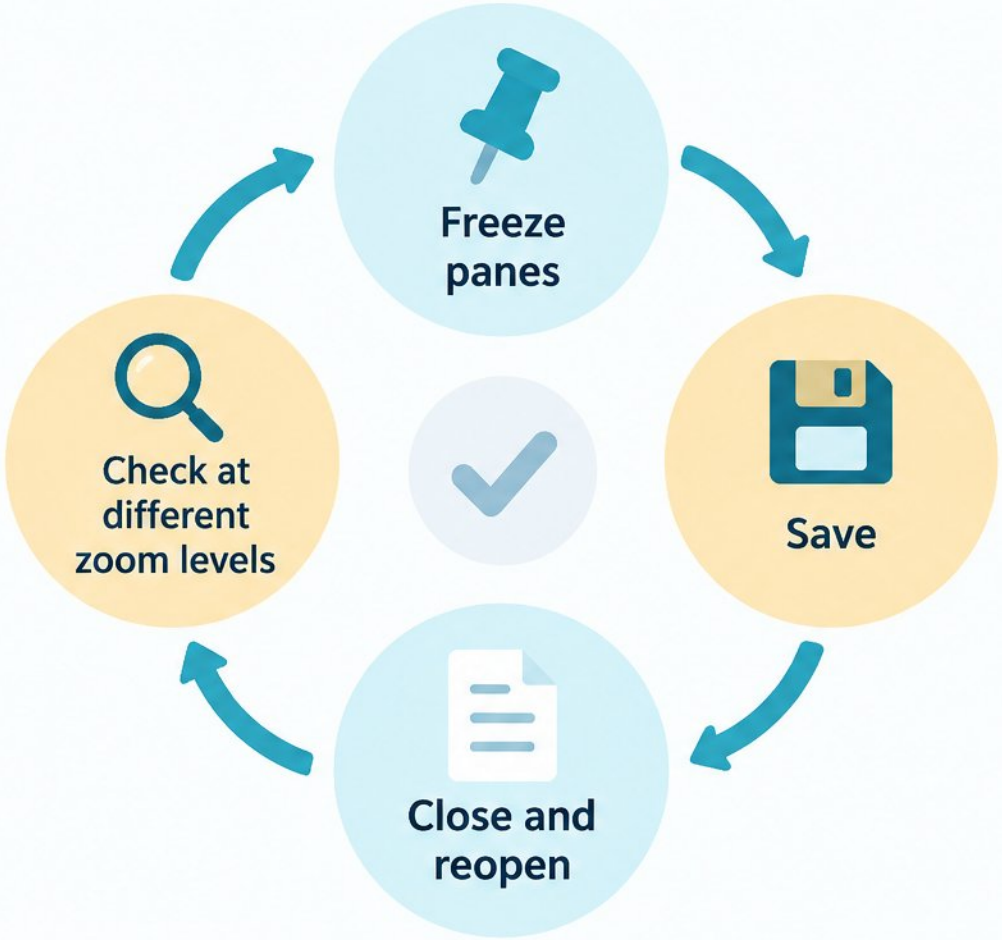


Pinning Safely in Shared and Co-Authored Workbooks

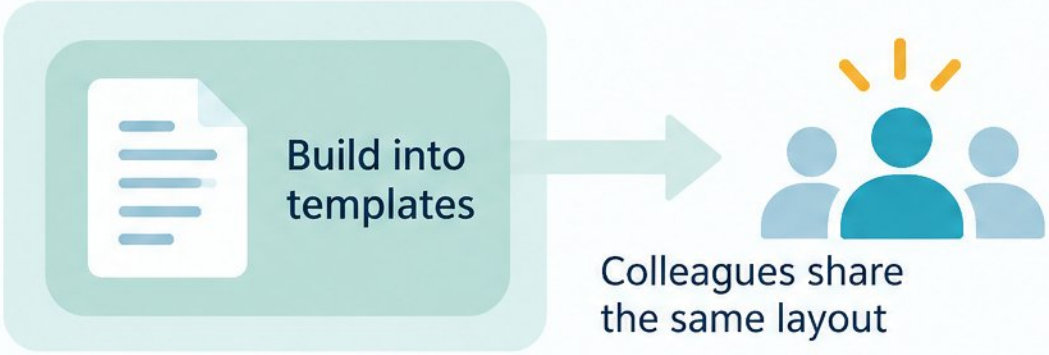
- Freeze Panes in OneDrive/ SharePoint co-authoring can change what everyone sees
- The old Protect Workbook > Windows option is gone; panes can't be enforced
- Workaround: View > Sheet View > New (headers turn black), then freeze privately
- Name and save your view from the Sheet View menu for reuse
- Sheet Views need OneDrive or SharePoint; a local copy loses them



Verifying, Reusing, and Sharing Your Pinned Setup



- Reopen the file and confirm frozen panes survive; check at different zoom levels
- Build freeze panes into templates so colleagues share the same layout
- Use named Sheet Views for private freeze and filter settings in shared files
- Sheet Views require OneDrive or SharePoint; local copies lose them
- Expect a few setup clicks per person—freezing is a view setting, not data



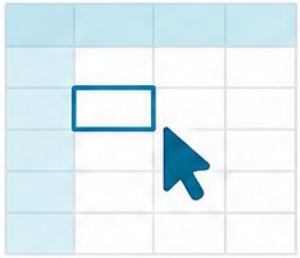
View-side → Your freeze and filter settings (Sheet Views)

File-side → Templates help colleagues reuse the same layout

Hands-On Practice and Pre/During/Post Checklist

1 Task 1

Freeze top row and first column — select B2, then scroll to verify.



2 Task 2

Pin the workbook to Favorites and taskbar; unpin one item.



Pre/During/Post Checklist

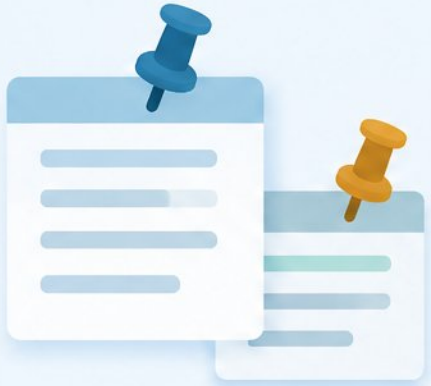
- Pre-pin checklist: headers in place, no blank or merged rows, backup saved.
- During and after: Ctrl+Home, select correct cell, scroll to verify, save as .xlsx.

? Quick quiz

2 header rows and 3 label columns — select cell D3.



Key Takeaways and Next Steps



- Pin the view for visible headers; pin the file for faster access



- Workflow: prepare the sheet, select the right cell, freeze, verify, reuse



- Freezing changes only what you see — never your data



- Next: Excel Tables, filters and sorting, Print Titles, worksheet protection

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