

Excel lost title bar – How to display it QUICKLY

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It's not uncommon for problems to occur while working with Excel. Various large and small error cases cause significant impacts on users. **TipsMake** has covered too many problems related to Excel. **Continuing in today's tips section** , let's discuss **Excel losing its title bar** !



Instructions on how to fix Excel's missing title bar in one fell swoop

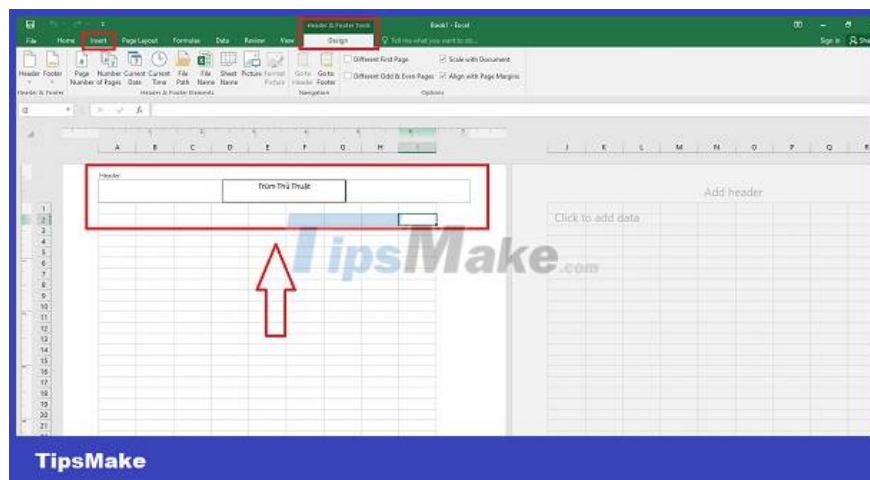
Similar to Word, titles in Excel help users easily find out the content of that worksheet. However, some users encounter the situation that the title bar in Excel is hidden/lost. Don't worry, the admin will give detailed instructions on how to fix this problem.

Instructions on how to add titles to Excel 2016 version

First, the title in Excel needs to be added by you, not existing. There are many different ways to create titles for Excel spreadsheets. Depending on your needs, please apply appropriate title creation methods.

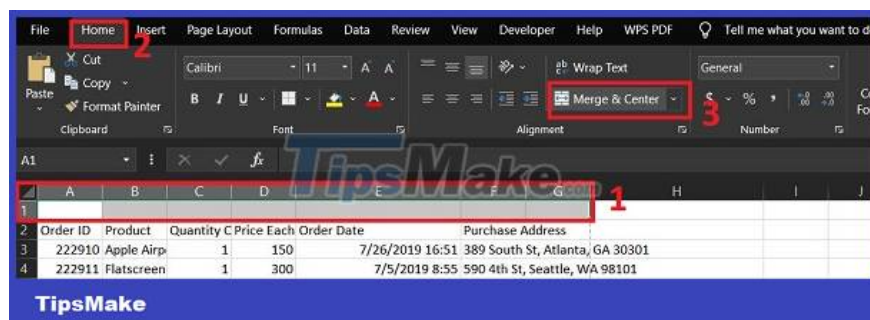
1/ Use Header & Footer

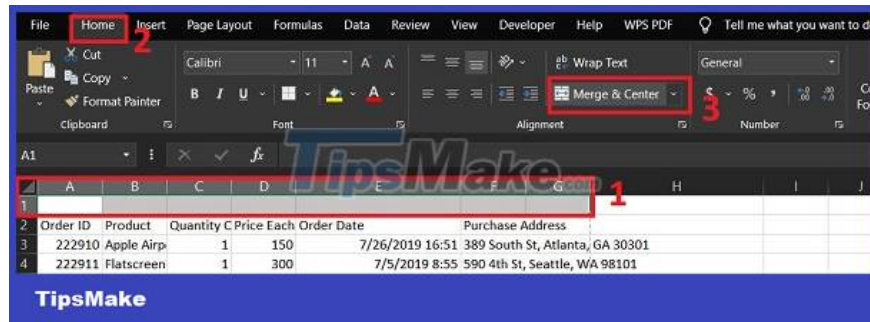
1. **Step 1** : Open your Excel file > Click the **Insert** tab > Click the **Header & Footer** option .
2. **Step 2** : A designated area will appear at the top of your worksheet, labeled 'click to add header', or 'click to add footer'. Just click on this area and add the title you want > Edit the title as needed and close the Header & Footer Design tab and you're done.



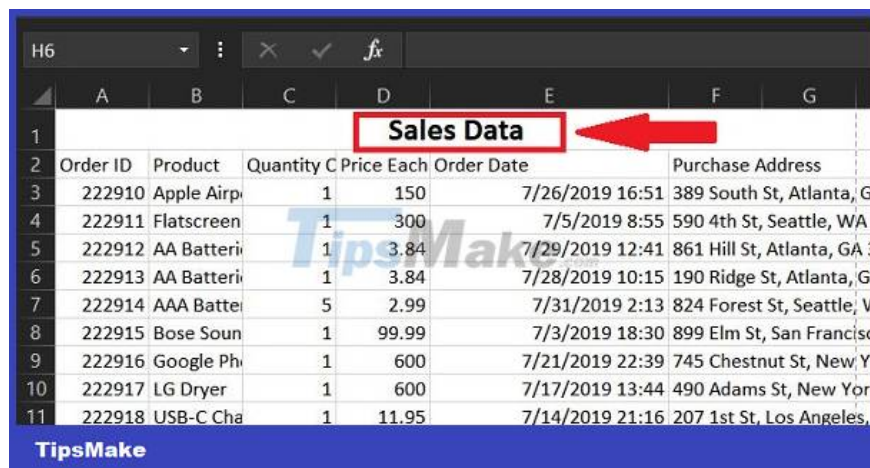
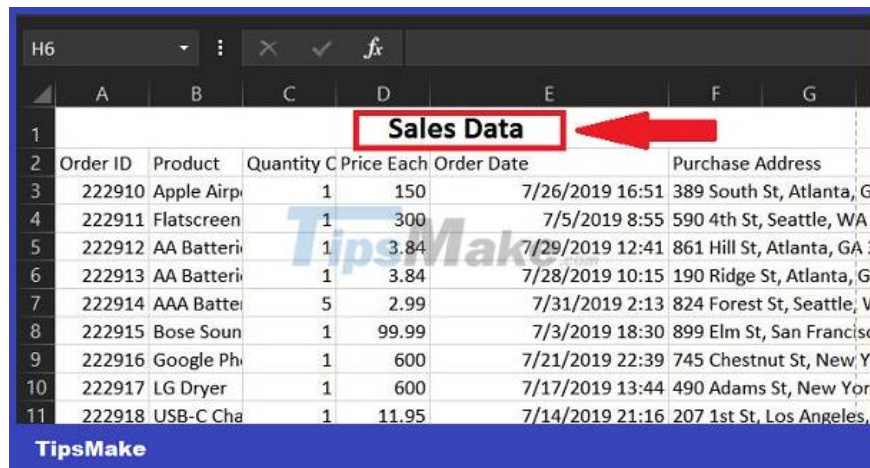
2/ Use Merge & Center

1. **Step 1** : You also open your Excel spreadsheet > Select the cells you want to title.
2. **Step 2** : Click on the **Home** tab > Find the **Merge & Center** button and click on the arrow of this line > When the list displays, click on the **Merge & Center** option to merge the selected cells in B1.



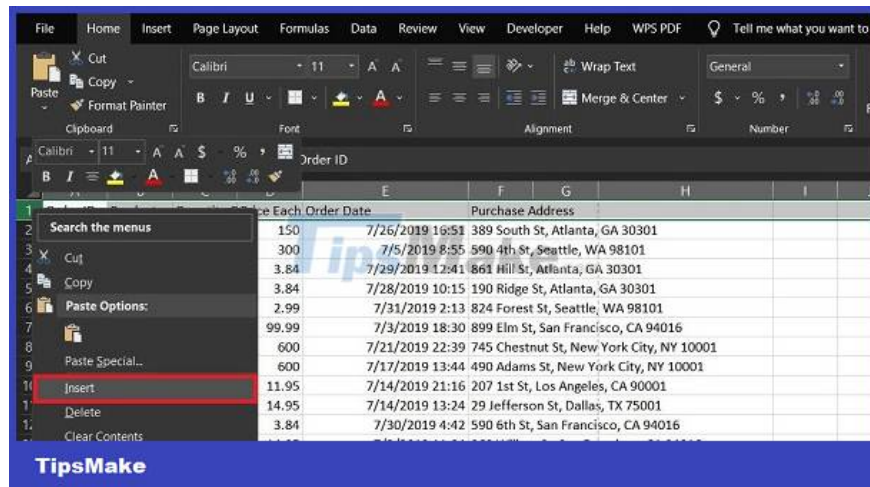


1. *Step 3* : Enter the text title and press **Enter** to confirm.

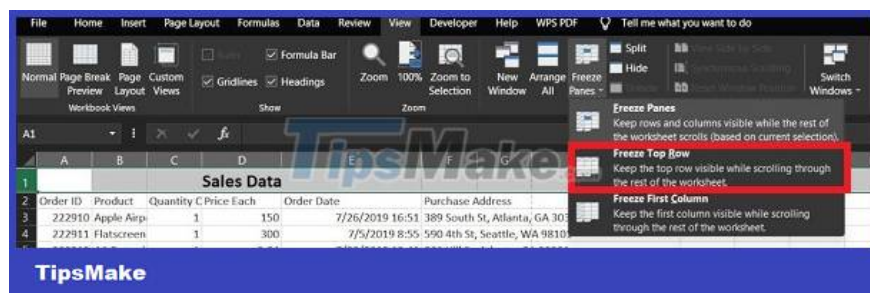
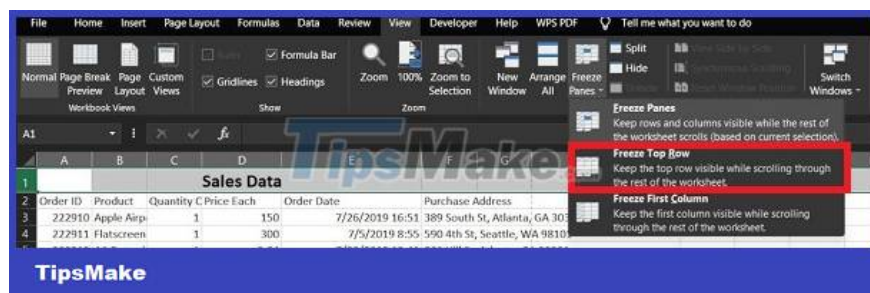


3/ Place the first order as the title

Similar to the steps above, you also open your Excel file > Then, click on the first row number to select this entire row. Continue right-clicking on the selected row and select **Insert** from the context menu.



Then, you enter the title in the first row cells > To eliminate the situation where the title bar in Excel is lost when you scroll > Go to the **View** tab > Click on **Freeze Panes** > Select **Freeze Top Row** (freeze the row top) and you're done.



Simple way to show title bar in Excel

After creating the title bar for Excel, do you want to hide/show this title? Proceed as follows:

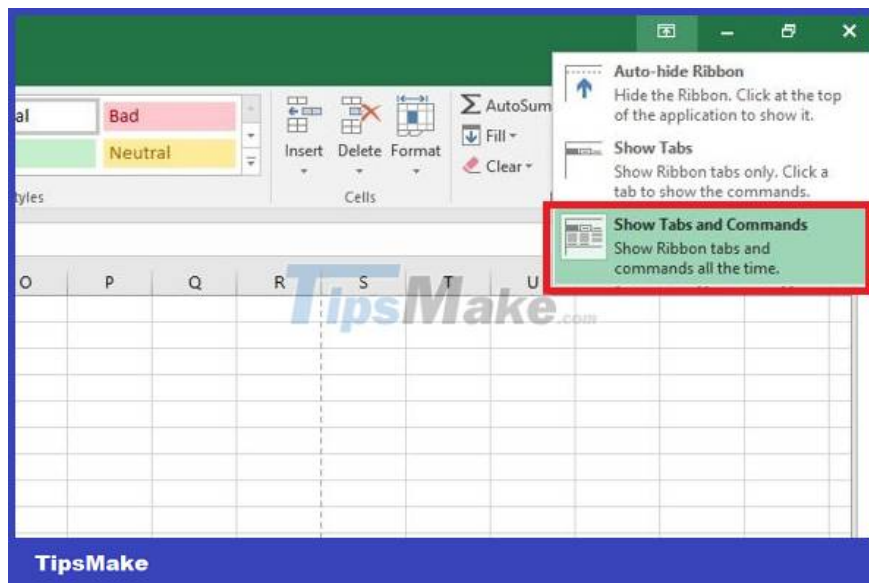
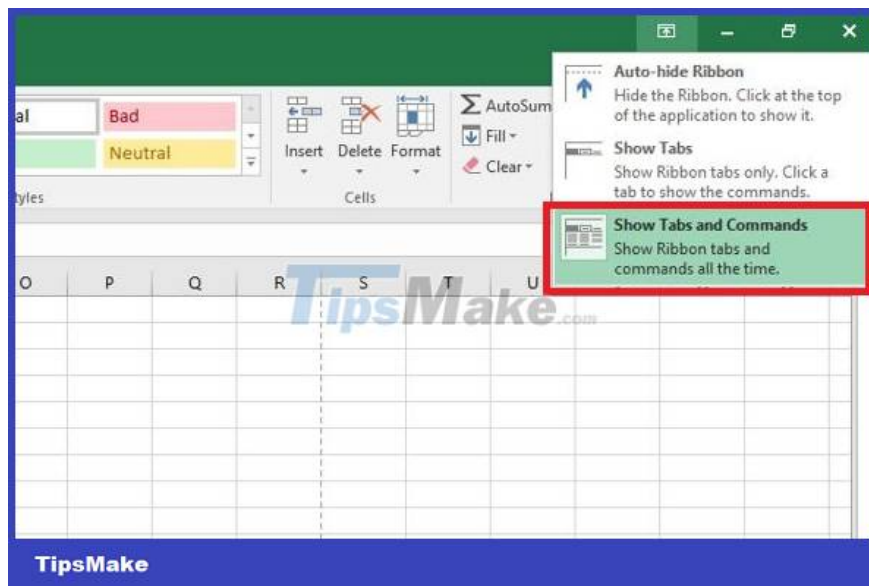
- B1** : In the Excel spreadsheet, click on the **View** tab > Find **the Workbook Views** group > Click the **Normal** button and it will switch to normal view mode.
- B2** : In this mode, column and row titles will be displayed by default > If you want to hide, just adjust the width of that column and row and vice versa.

So you can see, if you don't see the title bar, it's likely because the width of the column and row are inconsistent. Please adjust it to display!

NOTE:

On the other hand, the hidden Excel title bar is also likely because you are leaving Excel in full screen mode. The way to change this mode is:

1. B1: Click on the square with an arrow at the top right of the screen (as shown in the photo)
2. B2: When the list displays, select **Show tabs and Commands**.



Above is all the information about Excel losing the title bar. Wishing you success in overcoming it!

You finished reading the article "**Excel lost title bar – How to display it QUICKLY**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.