

Pasting vertical data into a horizontal format (Transpose)

Microsoft Excel

Sometimes, you may wish to move vertical or horizontal data into the opposite layout in Microsoft Excel. You don't have to retype or copy/paste each cell again. There is a quicker way to move data.

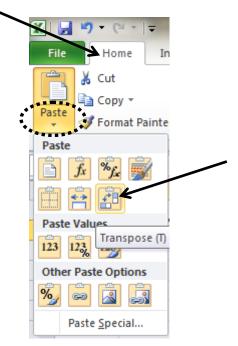
1. Highlight the cells where you want to copy the data vertically.

А	В	С	D	E	F
	Person 1	Person 2	Person 3	Person 4	Person 5

- 2. **CTRL** + **C** for copy or Click icon from the Home tab
- 3. Click a single cell where you want to start pasting

		А	В	С	D	E	F	G
\rightarrow	1							
	2		Person 1	Person 2	Person 3	Person 4	Person 5	
	3							

4. On the Home tab click on the drop down arrow for > Paste > and select Transpose

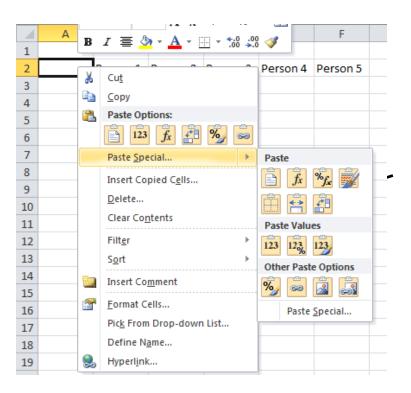




5. Vertical data cells are now pasted into horizontal format.

	А	В	С	D	E	F	G
1							
2	Person 1	Person 1	Person 2	Person 3	Person 4	Person 5	
3	Person 2						
4	Person 3						
5	Person 4						
6	Person 5						
7		💼 (Ctrl) -					

6. Alternatively, Right click in the cell you want to paste the data into and select Paste Special > Transpose



	А	В	С	D	E	F	G
1							
2	Person 1	Person 1	Person 2	Person 3	Person 4	Person 5	
3	Person 2						
4	Person 3						
5	Person 4						
6	Person 5						
7		🔁 (Ctrl) 🕶					

7. To show all Paste Special options On the Home tab click on the drop down arrow for > Paste > Paste Special





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123 123 123
Other Paste Options
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Paste <u>S</u> pecial

Paste Special	? ×
Paste	
 All 	All using Source theme
Eormulas	All except borders
Values	Column widths
Formats	Formulas and number formats
© <u>C</u> omments	Values and number formats
🔘 Validatio <u>n</u>	 All merging conditional formats
Operation	
None	Multiply ■ Multiply ■
Add	🔘 D <u>i</u> vide
Subtract	
Skip <u>b</u> lanks	Transpos <u>e</u>
Paste Link	OK Cancel