



## Converting Data from Columns into Rows

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=Shortcut =Advice =Caution

### Introduction

Data that needs to be manipulated from rows into columns can be easily transposed using the Paste Special command. In this self help document, you will learn how to take a column of text and convert it into a row or vice versa (Figs 1 & 2).

#### Process Summary

##### Introduction

##### Transposing the Data

Figure 1

	B	C	D	E	F
2	<b>Regional Sales Figures</b>				
3		<b>California</b>	<b>Florida</b>	<b>Georgia</b>	<b>Indiana</b>
4	<b>January</b>	\$1,345.00	\$3,333.00	\$2,356.00	\$4,000.00
5	<b>February</b>	\$2,345.00	\$3,456.00	\$7,665.00	\$4,444.00
6	<b>March</b>	\$4,567.00	\$6,443.00	\$9,999.00	\$5,555.00
7	<b>Total Sales</b>	<b>\$8,257.00</b>	<b>\$13,232.00</b>	<b>\$20,020.00</b>	<b>\$13,999.00</b>

Figure 2

	B	C	D	E	F
2	<b>Regional Sales Figures</b>				
3		<b>January</b>	<b>February</b>	<b>March</b>	<b>Total Sales</b>
4	<b>California</b>	\$1,345.00	\$2,345.00	\$4,567.00	<b>\$8,257.00</b>
5	<b>Florida</b>	\$3,333.00	\$3,456.00	\$6,443.00	<b>\$13,232.00</b>
6	<b>Georgia</b>	\$2,356.00	\$7,665.00	\$9,999.00	<b>\$20,020.00</b>
7	<b>Indiana</b>	\$4,000.00	\$4,444.00	\$5,555.00	<b>\$13,999.00</b>

### Transposing the Data

1. Place your **cursor** in the first cell that contains the data you want to transpose (**B3**) and drag it down to the last cell in the range (**F7**). Do not select the Header because this would also be transposed if selected.
2. **Copy** the data by using the keyboard shortcut (CTRL-C) or by selecting **Copy** from the **Home** tab (Fig 3, 1). The data will now have dotted lines around it to indicate that it has been selected.
3. Place your cursor in an empty cell (Fig 4, 1).

Figure 3



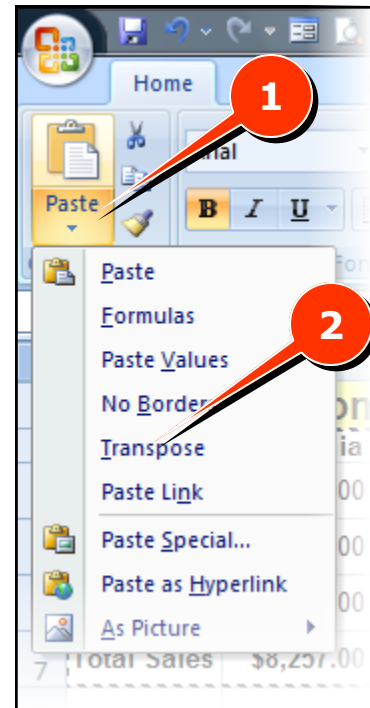
- Select the drop-down arrow of the **Paste** command in the **Clipboard** group of the **Home** tab (Fig 5, 1).

Figure 4

	B	C	D	E	F	G
2	<b>Regional Sales Figures</b>					
3		California	Florida	Georgia	Indiana	
4	January	\$1,345.00	\$3,333.00	\$2,356.00	\$4,000.00	
5	February	\$2,345.00	\$3,456.00	\$7,665.00	\$4,444.00	
6	March	\$4,567.00	\$6,443.00	\$9,999.00	\$5,555.00	
7	Total Sales	\$8,257.00	\$13,232.00	\$20,020.00	\$13,999.00	
8						
9						
10						
11						

- Select **Transpose** (Fig 5, 2). The data will now be inserted into the range you selected (Fig 6, 1).

Figure 5



- Delete the rows you no longer need by selecting them and deleting them as necessary. Your new data is now ready (Fig 7).

Figure 6

	B	C	D	E	F
2	<b>Regional Sales Figures</b>				
3		California	Florida	Georgia	Indiana
4	January	\$1,345.00	\$3,333.00	\$2,356.00	\$4,000.00
5	February	\$2,345.00	\$3,456.00	\$7,665.00	\$4,444.00
6	March	\$4,567.00	\$6,443.00	\$9,999.00	\$5,555.00
7	Total Sales	\$8,257.00	\$13,232.00	\$20,020.00	\$13,999.00
8					
9	California	January	February	March	Total Sales
10	Florida	\$1,345.00	\$2,345.00	\$4,567.00	\$8,257.00
11	Georgia	\$3,333.00	\$3,456.00	\$6,443.00	\$13,232.00
12	Indiana	\$2,356.00	\$7,665.00	\$9,999.00	\$20,020.00
13	Total Sales	\$4,000.00	\$4,444.00	\$5,555.00	\$13,999.00
14					

Figure 7

	B	C	D	E	F
2	<b>Regional Sales Figures</b>				
3		January	February	March	Total Sales
4	California	\$1,345.00	\$2,345.00	\$4,567.00	\$8,257.00
5	Florida	\$3,333.00	\$3,456.00	\$6,443.00	\$13,232.00
6	Georgia	\$2,356.00	\$7,665.00	\$9,999.00	\$20,020.00
7	Indiana	\$4,000.00	\$4,444.00	\$5,555.00	\$13,999.00