

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Font Color, Background Color, Text Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

A1

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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you two ways, on how you can transpose data in Excel. Let's get started.

Clipboard: Undo, Paste, Copy, Cut

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Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

136

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>														
7			WASHINGTON	1,675	2,345	1,954	2,569														
8			OREGON	2,314	2,687	2,256	2,464														
9			IDAHO	956	1,236	1,193	1,654														
10			MONTANA	1,258	1,298	1,563	2,106														
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Here, we have a sales chart that shows the sales amounts for each quarter, for the four states listed.

Clipboard Font Alignment Number Styles Cells Editing Analysis

136

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
WASHINGTON	1,675	2,345	1,954	2,569
OREGON	2,314	2,687	2,256	2,464
IDAHO	956	1,236	1,193	1,654
MONTANA	1,258	1,298	1,563	2,106

We want to transpose this data, so that the 4 quarters that are listed at the top of the chart, are moved to the left side, and the 4 states that are listed on the left, are moved to the top.

Clipboard: Undo, Paste, Copy, Cut, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Unmerge

Number: General, Currency, Percentage, Decimals, Increase Decrease, Fraction, Text

Styles: Conditional Formatting, Format as Table, Cell Styles

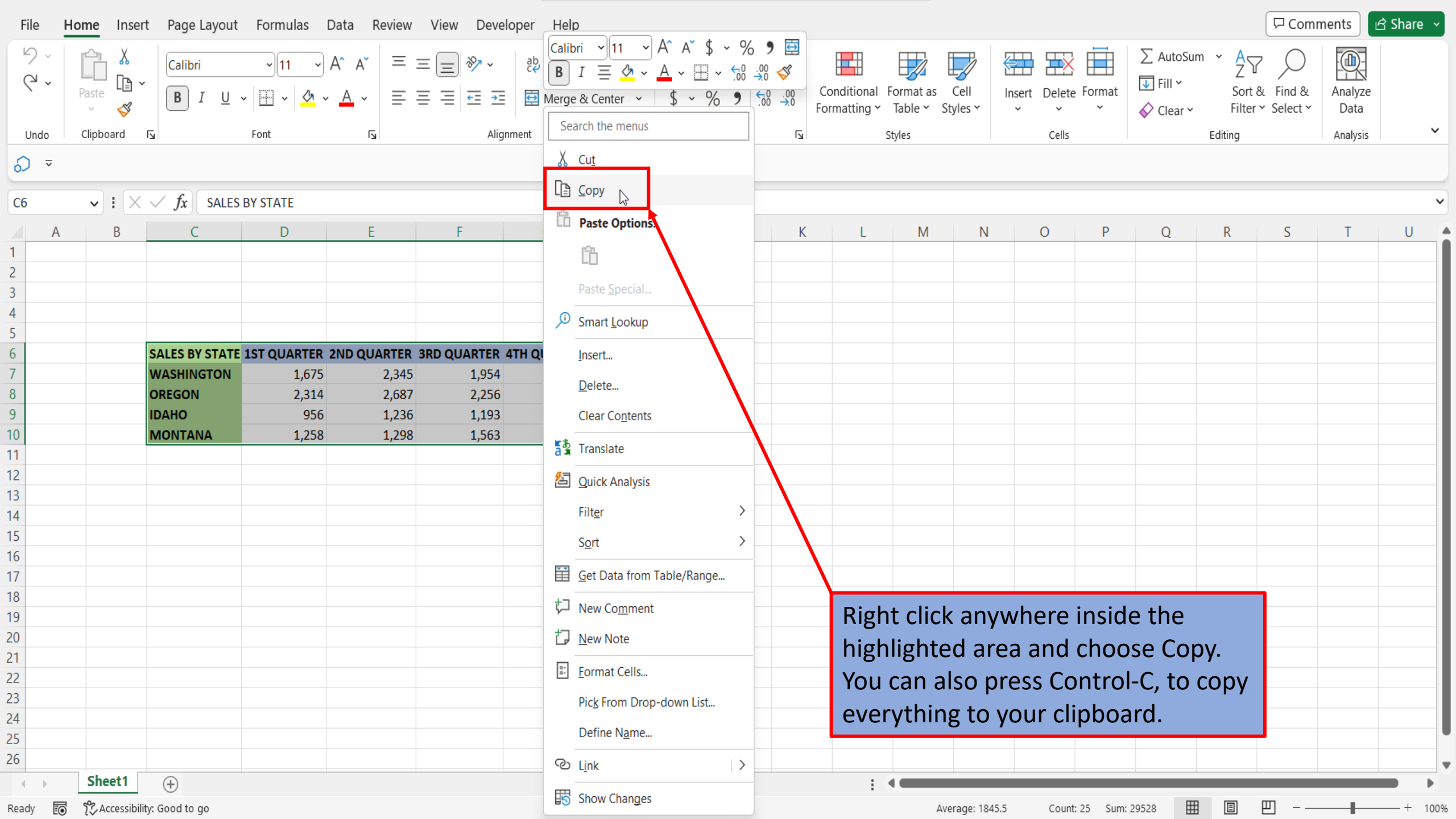
Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

C6 SALES BY STATE

SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
WASHINGTON	1,675	2,345	1,954	2,569
OREGON	2,314	2,687	2,256	2,464
IDAHO	956	1,236	1,193	1,654
MONTANA	1,258	1,298	1,563	2,106

To transpose this data, highlight all the data in your chart.



- Search the menus
- Cut
- Copy**
- Paste Options
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Translate
- Quick Analysis
- Filter >
- Sort >
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Link >
- Show Changes

Right click anywhere inside the highlighted area and choose Copy. You can also press Control-C, to copy everything to your clipboard.

Comments Share

Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | AutoSum | Fill | Clear | Sort & Filter | Find & Select | Analyze Data

File Home Insert Page Layout Formulas Data Review View Developer Help

Undo | Clipboard | Font | Alignment

Calibri | 11 | Bold | Italic | Underline | Merge & Center | \$ %

C6 : X ✓ fx SALES BY STATE

SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
WASHINGTON	1,675	2,345	1,954	
OREGON	2,314	2,687	2,256	
IDAHO	956	1,236	1,193	
MONTANA	1,258	1,298	1,563	

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Comma, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

C6 SALES BY STATE

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6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>														
7			WASHINGTON	1,675	2,345	1,954	2,569														
8			OREGON	2,314	2,687	2,256	2,464														
9			IDAHO	956	1,236	1,193	1,654														
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Place your cursor over the cell where you want your transposed data to be and right click.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Thousands Separator, Comma Separator

Styles: Conditional Formatting, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

J6

	A	B	C	D	E	F	G	H	I
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6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>		
7			WASHINGTON	1,675	2,345	1,954	2,569		
8			OREGON	2,314	2,687	2,256	2,464		
9			IDAHO	956	1,236	1,193	1,654		
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Search the menus

- Cut
- Copy
- Paste Options:**
  - Keep Source Formatting
  - Use Destination Formatting
  - Match Destination Formatting
  - Paste as Text
  - Paste as Text with Hyperlinks
  - Paste as Text with Merge Formatting
  - Paste as Text with Merged Cells
- Paste Special...**
- Smart Lookup
- Insert Copied Cells...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Link
- Show Changes

In the dropdown menu, click on Paste Special.

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Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments and Notes
- Validation

Operation

- None
- Add
- Subtract

- All using Source theme
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats
- All merging conditional formats

Transpose

OK Cancel

In the window that opens, click on Transpose.



Clipboard Font Alignment Number Styles Cells Editing Analysis

J6

	A	B	C	D	E	F	G
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6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>
7			<b>WASHINGTON</b>	1,675	2,345	1,954	2,569
8			<b>OREGON</b>	2,314	2,687	2,256	2,464
9			<b>IDAHO</b>	956	1,236	1,193	1,654
10			<b>MONTANA</b>	1,258	1,298	1,563	2,106
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Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments and Notes
- Validation
- All using Source theme
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats
- All merging conditional formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide

Skip blanks

Transpose

Paste Link

OK Cancel

Click OK.

Clipboard Font Alignment Number Styles Cells Editing Analysis

Undo Paste Font Alignment Number Styles Cells Editing Analysis

Clipboard Font Alignment Number Styles Cells Editing Analysis

Undo Paste Font Alignment Number Styles Cells Editing Analysis

O30

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
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5																				
6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>													
7		<b>WASHINGTON</b>		1,675	2,345	1,954	2,569													
8		<b>OREGON</b>		2,314	2,687	2,256	2,464													
9		<b>IDAHO</b>		956	1,236	1,193	1,654													
10		<b>MONTANA</b>		1,258	1,298	1,563	2,106													
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<b>SALES BY STATE</b>	<b>WASHINGTON</b>	<b>OREGON</b>	<b>IDAHO</b>	<b>MONTANA</b>
<b>1ST QUARTER</b>	1,675	2,314	956	1,258
<b>2ND QUARTER</b>	2,345	2,687	1,236	1,298
<b>3RD QUARTER</b>	1,954	2,256	1,193	1,563
<b>4TH QUARTER</b>	2,569	2,464	1,654	2,106

Excel will transpose your data to the location that you have chosen.

File Home Insert Page Layout Formulas Data Review View Developer Help

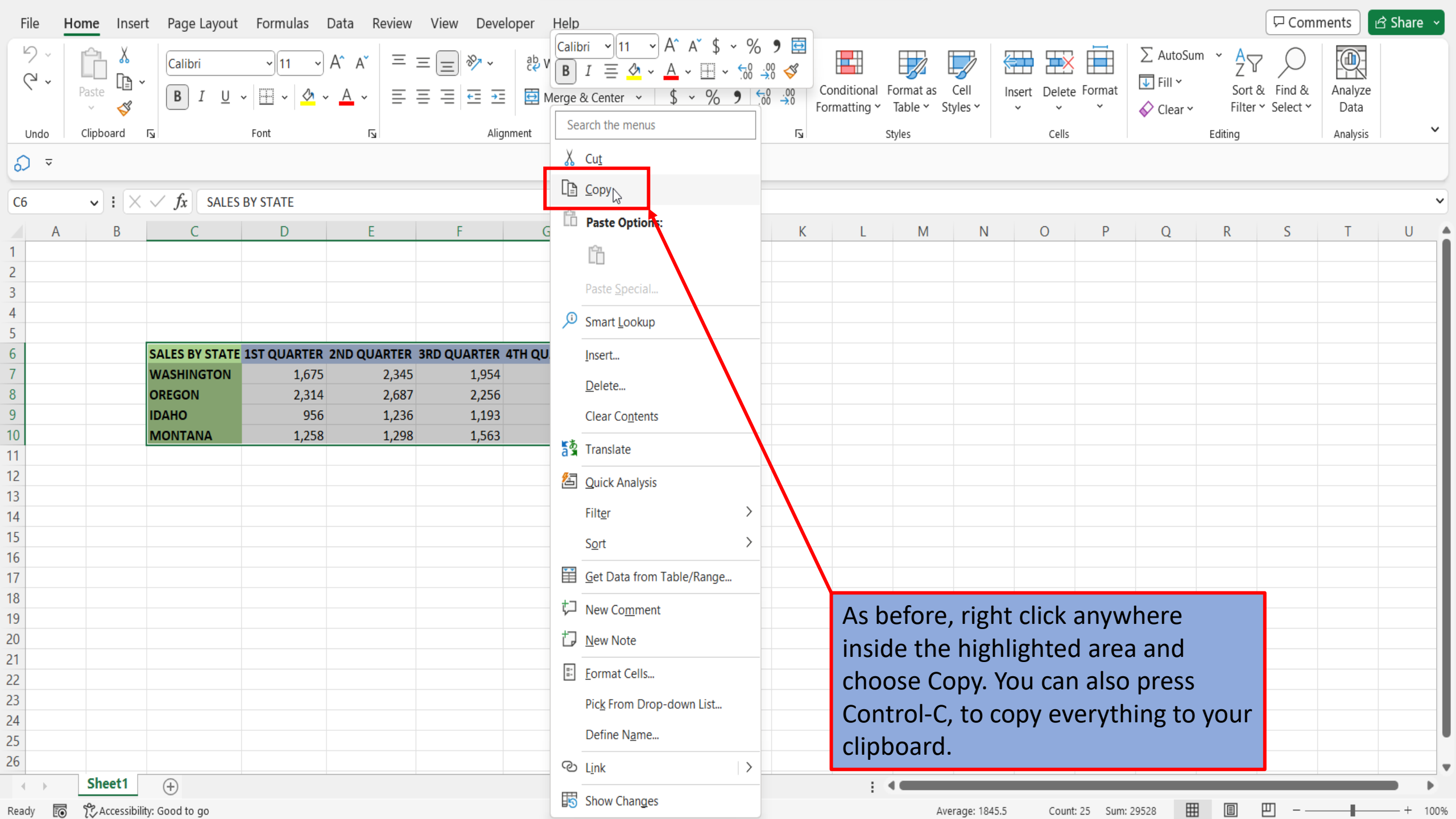
Comments Share

Undo Paste Clipboard Font Alignment Number Styles Cells Editing Analysis

C6 SALES BY STATE

SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
WASHINGTON	1,675	2,345	1,954	2,569
OREGON	2,314	2,687	2,256	2,464
IDAHO	956	1,236	1,193	1,654
MONTANA	1,258	1,298	1,563	2,106

Another way to transpose your data, is to highlight the data that you want to transpose.



Search the menus

Cut

Copy

Paste Options:

Paste Special...

Smart Lookup

Insert...

Delete...

Clear Contents

Translate

Quick Analysis

Filter

Sort

Get Data from Table/Range...

New Comment

New Note

Format Cells...

Pick From Drop-down List...

Define Name...

Link

Show Changes

As before, right click anywhere inside the highlighted area and choose Copy. You can also press Control-C, to copy everything to your clipboard.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Comma, Thousand Separator, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

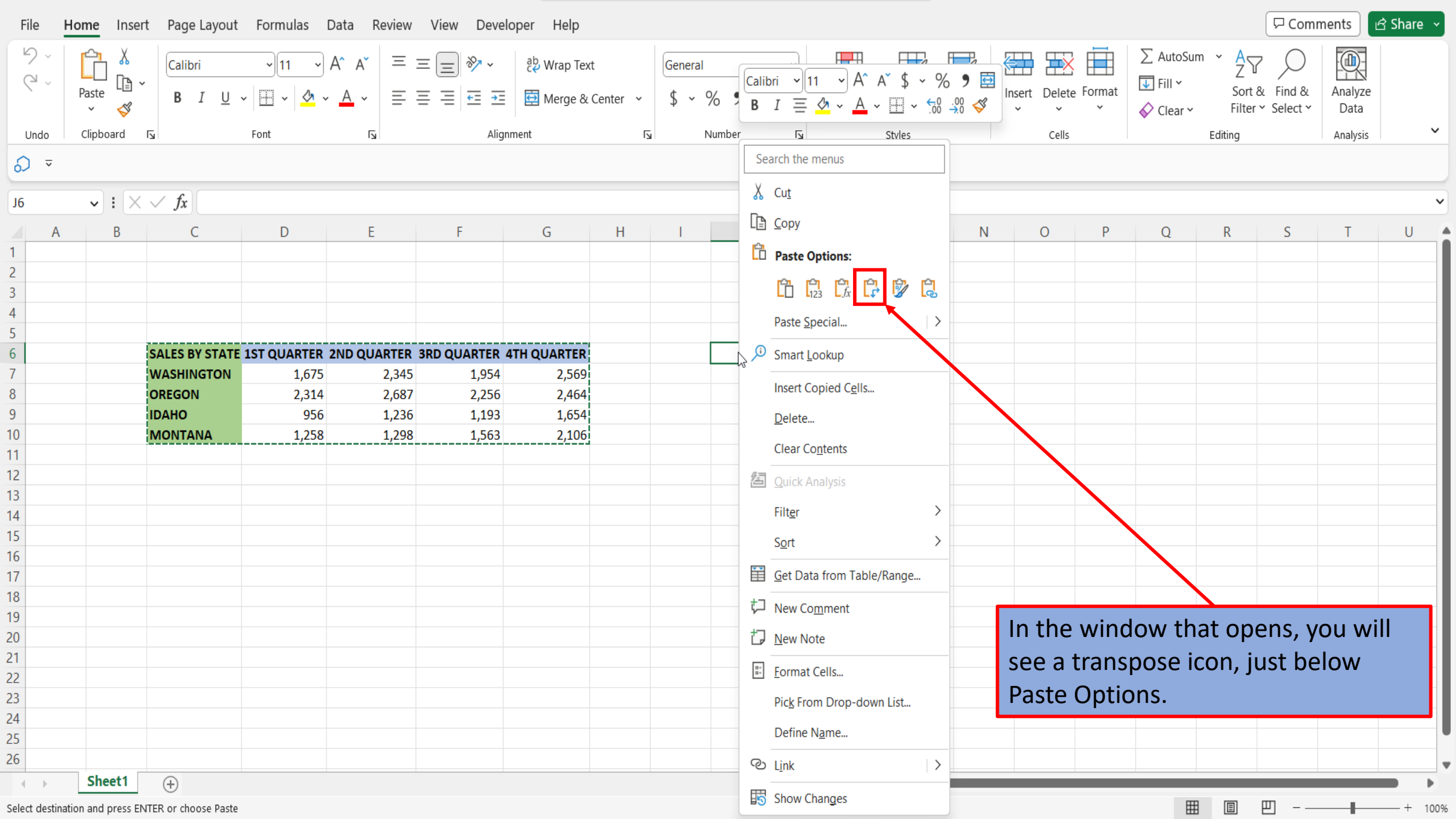
Analysis: Analyze Data

C6 SALES BY STATE

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6			SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER														
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Place your cursor over the cell where you want your transposed data to be, and right click.



Clipboard: Undo, Paste, Copy, Cut, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific

Styles: Conditional Formatting, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

SALES BY STATE

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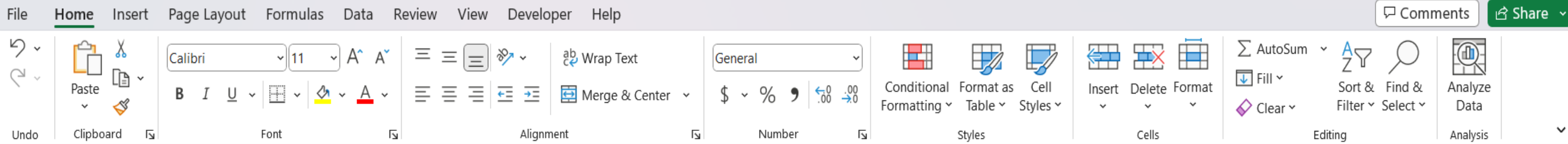
Paste Options:

Clipboard icons: Standard, Values, Formulas, Transpose (T), Merge Formatting, Link & Keep Source Formatting

Transposed data visible behind the window:

SALES BY STATE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
WASHINGTON	1,675	2,345	1,954	2,569
OREGON	2,314	2,687	2,256	2,464
IDAHO	956	1,236	1,193	1,654
MONTANA	1,258	1,298	1,563	2,106

If you hover your cursor over this icon, you will see your transposed data show up behind the window.



O30

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
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5																				
6			<b>SALES BY STATE</b>	<b>1ST QUARTER</b>	<b>2ND QUARTER</b>	<b>3RD QUARTER</b>	<b>4TH QUARTER</b>													
7			<b>WASHINGTON</b>	1,675	2,345	1,954	2,569													
8			<b>OREGON</b>	2,314	2,687	2,256	2,464													
9			<b>IDAHO</b>	956	1,236	1,193	1,654													
10			<b>MONTANA</b>	1,258	1,298	1,563	2,106													
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<b>SALES BY STATE</b>	<b>WASHINGTON</b>	<b>OREGON</b>	<b>IDAHO</b>	<b>MONTANA</b>
<b>1ST QUARTER</b>	1,675	2,314	956	1,258
<b>2ND QUARTER</b>	2,345	2,687	1,236	1,298
<b>3RD QUARTER</b>	1,954	2,256	1,193	1,563
<b>4TH QUARTER</b>	2,569	2,464	1,654	2,106

Clicking on the icon, will transpose your data, to the location that you have chosen.



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