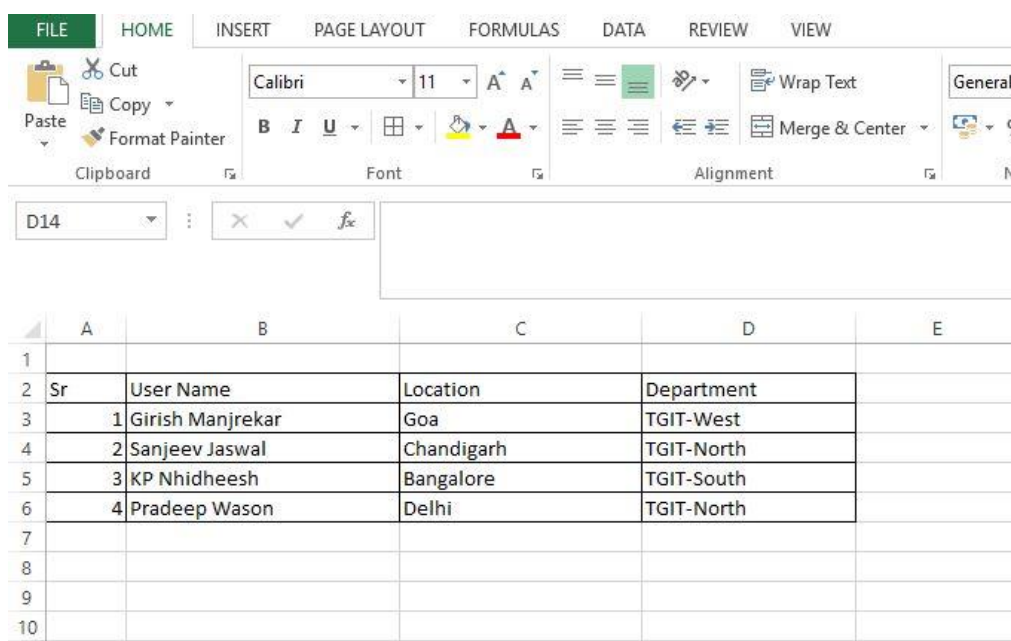


DID YOU KNOW?

How to Convert Rows to Columns in Ms Excel (Transpose)

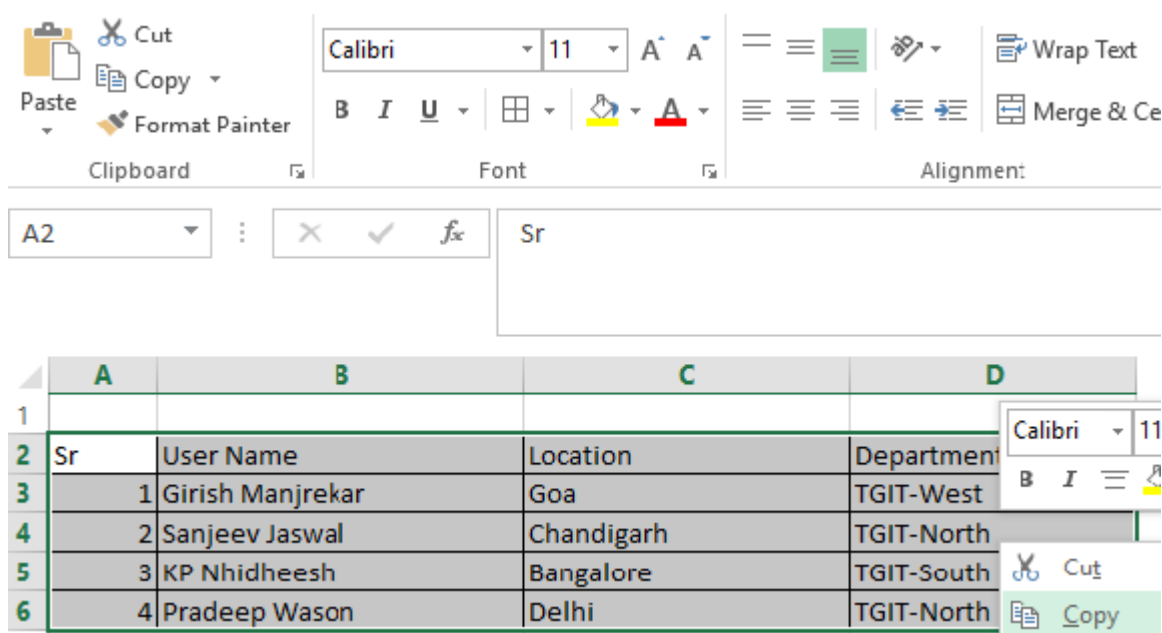
Many times when receiving a spreadsheet with data entered incorrectly, many users will delete the columns and manually re-enter them in rows. Obviously, this method is slow and painful. The faster way to fix your tables is by using the **Transpose** feature.

- 1) Open an excel sheet containing the data.



	A	B	C	D	E
1					
2	Sr	User Name	Location	Department	
3	1	Girish Manjrekar	Goa	TGIT-West	
4	2	Sanjeev Jaswal	Chandigarh	TGIT-North	
5	3	KP Nhidheesh	Bangalore	TGIT-South	
6	4	Pradeep Wason	Delhi	TGIT-North	
7					
8					
9					
10					

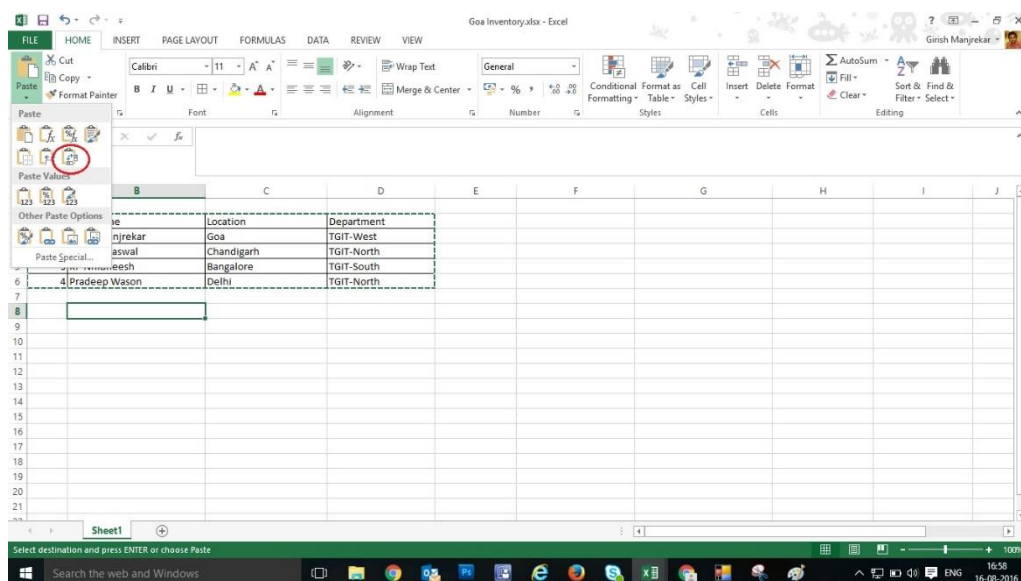
2) Select the cells containing the headings and data you want to transpose.



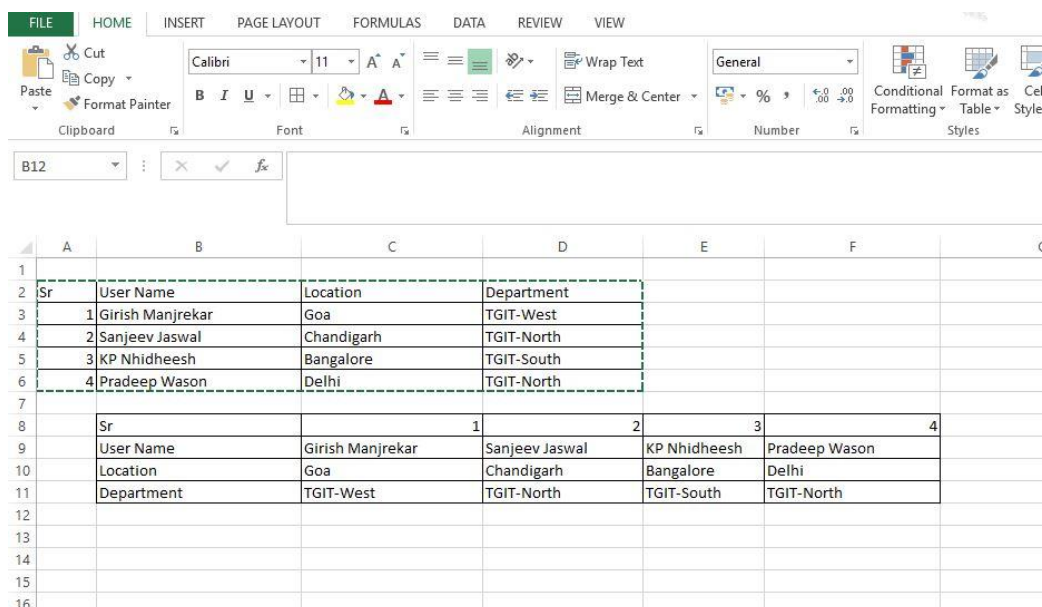
3) Right Click and click Copy or press Ctrl + C.

4) Click in a blank cell on the spreadsheet. This cell will be the top, left corner of the new table of data.

5) Click the down arrow on the Paste button and select Paste Special from the drop-down menu.



6) Click on Transpose button as shown below.



The screenshot shows the Microsoft Excel ribbon with the 'PASTE' options menu open. The 'Transpose' button is highlighted. Below the ribbon, a table is displayed with the following data:

Sr	User Name	Location	Department
1	Girish Manjrekar	Goa	TGIT-West
2	Sanjeev Jaswal	Chandigarh	TGIT-North
3	KP Nhidheesh	Bangalore	TGIT-South
4	Pradeep Wason	Delhi	TGIT-North

Below the table, the transposed data is shown in a separate table:

Sr	User Name	Location	Department
1	Girish Manjrekar	Goa	TGIT-West
2	Sanjeev Jaswal	Chandigarh	TGIT-North
3	KP Nhidheesh	Bangalore	TGIT-South
4	Pradeep Wason	Delhi	TGIT-North

THANK YOU