

# Excel

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## Tips and Tricks

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To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-excel/docs/tips-and-tricks.html>

### Transpose (rotate) data from rows to columns or vice versa

Transposing data is the process of switching data from rows to columns or vice versa. This is often done to make the data easier to read or to improve the layout of a spreadsheet.

#### How to Transpose Data in Excel

There are two main ways to transpose data in Excel:

##### Using the Paste Special Feature:

- [Video Tutorial: Transpose \(rotate\) data from rows to columns or vice versa - Microsoft 365](#)
  - [Download a sample data workbook #1](#)

**Tips:** The shortcut key for Paste Special is **CTRL+ALT+V**.

##### Using the TRANSPOSE Function:

- [Video Tutorial: TRANSPOSE function - Vertical range of cells as a horizontal range](#)
  - [Download a sample data workbook #2](#)

##### See also:

- [Transpose \(rotate\) data from rows to columns or vice versa - Microsoft Support](#)

## Populate a Dropdown List Based on Cells Value

- [How to: Populate a Dropdown List Based on Cells Value](#)

## Fill a column with a series in excel

- [Video Tutorial: Excel Mobile - Fill a column with a series in excel](#)

## True/False (Mark T for True and F for False)

## Multiple Choice (Select the best answer)

## Exercises

## Review Questions

## References

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