

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

If you have a worksheet with data in columns that you want to rotate so it's rearranged in rows, you can use the **Transpose** feature. It lets you quickly switch data from columns to rows, or vice versa.

Step 1: In Sheet 1 - Recreate the table pictured below. Include shading colors of blue (A1 – D1) and green (A2-A5).

Sales by Region	Europe	Asia	North America
Qtr 1	21,704,714	8,774,099	12,094,215
Qtr 2	17,987,034	12,214,447	10,873,099
Qtr 3	19,485,029	14,356,879	15,689,543
Qtr 4	22,567,894	15,763,492	17,456,723

In this exercise, you will Transpose the Data for it to rotate the columns and rows to show quarters along the top and regions along the side, as pictured below. Follow the additional Steps below to complete the task.

Sales by Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Europe	21,704,714	17,987,034	19,485,029	22,567,894
Asia	8,774,099	12,214,447	14,356,879	15,763,492
North America	12,094,215	10,873,099	15,689,543	17,456,723

Here's how:

1. In Sheet 1, select cells A1 through E4 (the range of data you want to rearrange, including any row or column labels, and press Ctrl+C and paste the table in row 7 (beneath the original table).

**Note** Make sure you copy the data to do this. Using the **Cut** command or Ctrl+X won't work.

2. Right-click the first cell where you want to paste the data, and pick **Transpose**

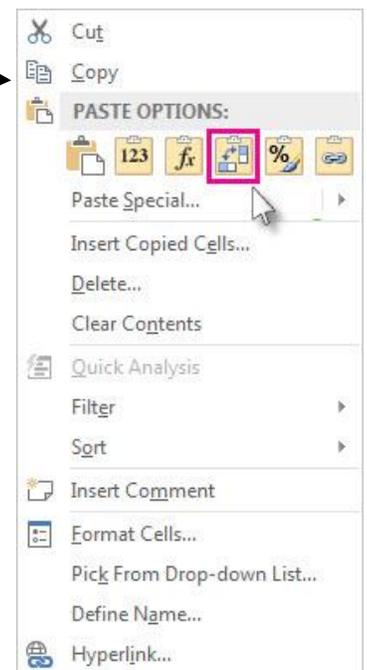


Click in A7 and paste your data. The data you copied will overwrite any data that's already there.

3. After rotating the data successfully, compare the difference of each table.

### Tips for transposing your data

- If your data includes formulas, Excel automatically updates them to match the new placement. Verify these formulas use absolute references—if they don't, you can switch between relative, absolute, and mixed references before you rotate the data.
- If your data is in an Excel table, the **Transpose** feature won't be available. You can convert the table to a range first, or you can use the TRANSPOSE function to rotate the rows and columns.
- If you want to rotate your data frequently to view it from different angles, consider creating a PivotTable so you can quickly pivot your data by dragging fields from the Rows area to the Columns area (or vice versa) in the PivotTable Field List.



Applies To: Excel 2016, Excel 2013