

Don't blow up your computer!



Dear Diane,

I was working on a large Excel spreadsheet and wondered how the information would look if I switched the columns and the rows. I didn't want to redo the entire worksheet. I heard there was a fairly simple way to do this? Is that true?

Changing Text Rows & Columns

Dear Transposing Tutored,

What you are asking about is transposing the columns and rows. The way to do this is to select the information you want to change and copy it. You can select Ctrl + C, or right click and select Copy, not Cut.



Select a cell not in the range you copied and click on the triangle below the **Paste** button and select Transpose, (or paste special for Office 2007 and then Transpose.) The data will appear with the information that was in columns now in the rows. You can decide which way you like it best and delete the other data. This will work if you have formulas too.

