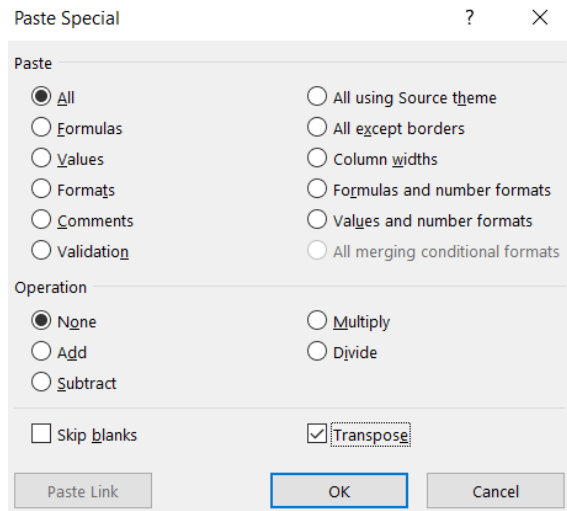


## Application: Excel – Transpose

Transpose allows you to rearrange the data in your worksheet, so if your worksheet has data arranged in columns you can switch it so the data is rearranged in rows (and vice versa). For example: the data originally entered with months in column A and areas in Row 1. After using Transpose, the areas are in column A and the months in Row 1. All the corresponding numbers and formulas are rearranged correctly.

**Tip:** You may need to adjust formatting after using Transpose.

1. Select the cells to be transposed. **Right click** and **Copy** (or use your usual method for copying).
2. Click on the destination cell.
3. **Right click** and select **Paste Special** or select the dropdown list from the **Paste Button** on the **Home Tab** and select **Paste Special**.



**Tip:** When you **Right click** you can also use the **Transpose** button on the Right click menu.

