


# Pasting vertical data into a horizontal format (Transpose)

## Microsoft Excel

Sometimes, you may wish to move vertical or horizontal data into the opposite layout in Microsoft Excel. You don't have to retype or copy/paste each cell again. There is a quicker way to move data.

1. Highlight the cells where you want to copy the data vertically.

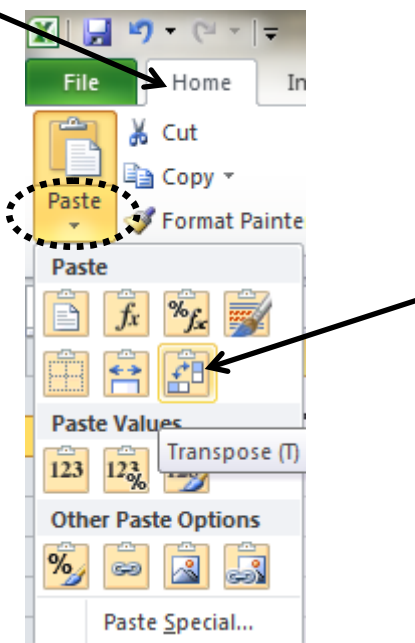
	A	B	C	D	E	F	G
1							
2		Person 1	Person 2	Person 3	Person 4	Person 5	
3							

2. **CTRL + C** for copy or Click  icon from the Home tab


3. Click a single cell where you want to start pasting

	A	B	C	D	E	F	G
1							
2		Person 1	Person 2	Person 3	Person 4	Person 5	
3							

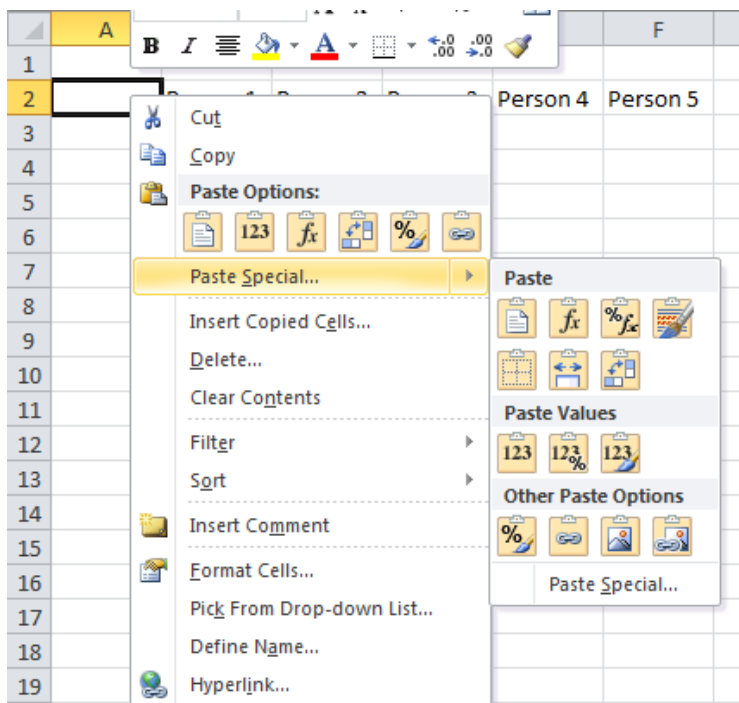
4. On the **Home** tab click on the drop down arrow for > **Paste** > and select **Transpose**




5. Vertical data cells are now pasted into horizontal format.

	A	B	C	D	E	F	G
1							
2	Person 1	Person 1	Person 2	Person 3	Person 4	Person 5	
3	Person 2						
4	Person 3						
5	Person 4						
6	Person 5						
7		 (Ctrl) ▾					

6. Alternatively, **Right click** in the cell you want to paste the data into and select **Paste Special > Transpose**



	A	B	C	D	E	F	G
1							
2	Person 1	Person 1	Person 2	Person 3	Person 4	Person 5	
3	Person 2						
4	Person 3						
5	Person 4						
6	Person 5						
7		 (Ctrl) ▾					

7. To show all Paste Special options On the **Home** tab click on the drop down arrow for **> Paste > Paste Special**

