

Excel: Rows to columns or columns to rows

Every now and then you will have data in your spreadsheet that is in a row across say 90 columns and for whatever reason you want it all to be in column B. Now you could spend a fair amount of time searching through the obvious menu options looking for something like 'data convert' or 'columns to rows' and you won't find it because it's not there.

This is depressing as you know the functionality has to be there somewhere and you can't be bothered wading through all the help screens. Well the answer is that the clever people at Microsoft have buried the answer on the Paste Special menu option and called it 'Transpose'. Actually the Paste Special menu option is pretty useful and allows you to do some dinky things:

Edit Paste Special – some options

Formula – pastes the formulae into the range

Values- converts formula into values, useful at year end when you don't want any further calculations to take place.