



Module 24: Transpose

24.1 Transpose

You can use the Transpose function to switch or rotate cells.

You can do this by copying, pasting and using the Transpose Option, but be aware that this will create duplicated/static data i.e. any later changes to data in your original columns will not be pulled through to the transposed data. (This is the method demonstrated in the video below).

Alternatively, you can type in a formula using the Transpose Function (as shown in the box below) which will also switch the arrangement of cells from vertical to horizontal, but is dynamic and will capture changes to your original data.

To use the transpose function, select the same number of blank cells as the original data.

Type: =TRANSPOSE(range of cells to be transposed)

Press Enter

24.2 Video Instruction

Transpose in Excel - 1m31s

24.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practice the Transpose function using the video as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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