



## Module 24 : TRANSPOSE

### 24.1 TRANSPOSE

**You can use the TRANSPOSE function to switch or rotate cells. There are two ways in which to do this.**

You can do this by copying, and then using the Transpose option in Paste Special, 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 simplest method, which we discuss 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 any future 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 (cut, paste & transpose method) - 1m 31s**

### **24.3 Task**

*Estimated Time: 10 minutes*

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

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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