

In Excel 2007 and 2010 you can quickly transpose data between columns and rows.

1. On the worksheet, select the column or row that contains the data you want to transpose.
2. On the **Home** tab, in the **Clipboard** group, click **Copy**.
3. On the worksheet, select the first cell of the destination rows or columns into which you want to rearrange the copied data. Make sure that you select a cell in a paste area that falls outside of the area from which you copied the data.
4. On the **Home** tab, in the **Clipboard** group, click the arrow below **Paste**, and then click **Transpose**.
5. After the data is transposed successfully, you can delete the data in the copy area