GROUP ADMINISTRATOR

Billing Transpose Function

Changing the Orientation
of Your Information

USER GUIDE
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EXCEL FUNCTION TRANSPOSE

To change the orientation of information in cells inside an excel spreadsheet.

USING THE COPY AND PASTE SPECIAL FUNCTION

Note: Using the copy paste function will overwrite any information in the cell where you are sending the information selected. Please make sure the cells location where you are moving the information are empty.

Step 1

Select the cells you would like to change the orientation. Right click on your mouse and then select copy.
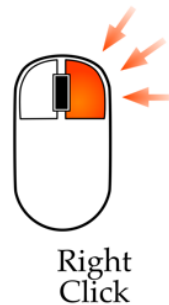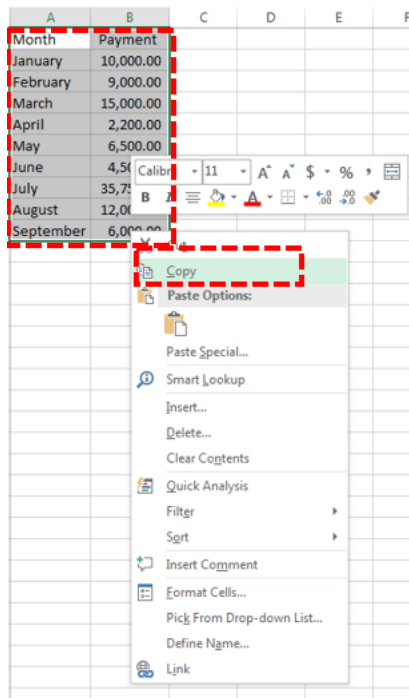
Step 2

Locate an area on your worksheet to copy the information. Once you have selected the cell that will start your information move, right click on your mouse, select paste special then transpose.

Note: Using the copy paste function will overwrite any information in the cell where you are sending the information selected. Please make sure the cells location where you are moving the information are empty.

In some version of excel the options are spelled out, others you must select the transpose icon in your options once you have selected the paste special option.

Right click on mouse, select paste special then transpose.
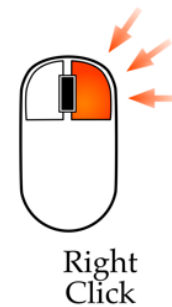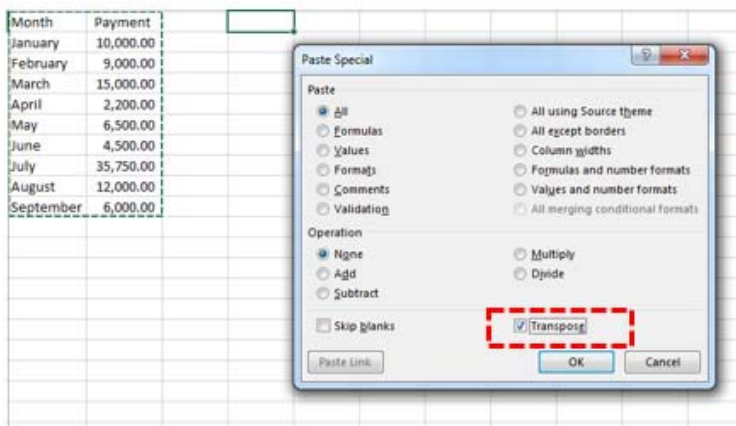
Or if you are presented with icons, select the icon.
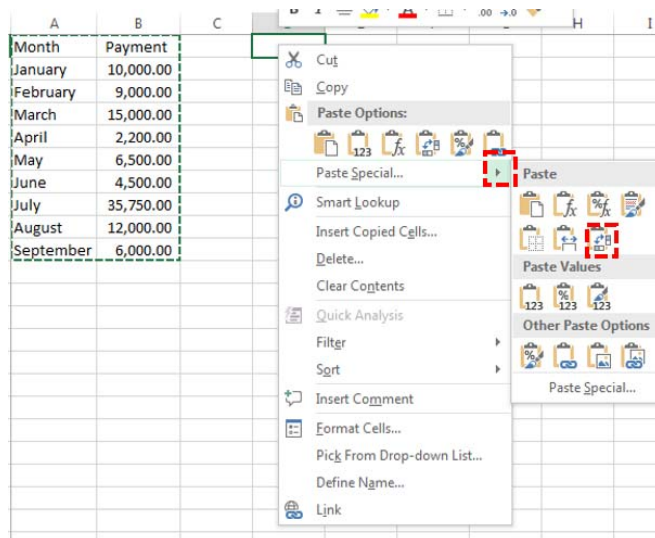
The information you have selected will now be oriented in the opposite direction. Last step is to delete any duplicated information.