

# How can I convert a table to a list in Excel?

Authored by  
**stats writer**

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## RECOMMENDED CITATION

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To convert a table to a list in Excel, follow these steps:

1. Select the entire table by clicking on the top left corner where the column and row headers meet.
2. Go to the "Data" tab and click on "Convert to Range" in the "Tools" group.
3. A pop-up window will appear asking if you want to convert the table to a range. Click "Yes".
4. Your table will now be converted to a list format.

Note: Converting a table to a list will remove any formatting and functions applied to the table.

## Convert a Table to List in Excel (With Example)

You can use the **TRANSPOSE** function with the **HSTACK** function in Excel to quickly convert a table of data into a vertical list.

For example, you can use the following formula to convert a table with three rows into a vertical list:

```
=TRANSPOSE(HSTACK(B3:E3, B4:E4, B5:E5))
```

The following example shows how to use this formula in practice.

**Example: Convert a Table to List in Excel**

Suppose we have the following dataset in Excel that displays the total sales made by some company during each quarter of three consecutive years:

	A	B	C	D	E	F
1		<b>Quarter</b>				
2	<b>Year</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	
3	<b>2021</b>	8	12	14	10	
4	<b>2022</b>	4	10	18	22	
5	<b>2023</b>	17	19	30	23	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

**Suppose we would like to convert this table into a vertical list.**

**We can type the following formula into cell A7 to do so:**

**=TRANPOSE(HSTACK(B3:E3, B4:E4, B5:E5))**

**The following screenshot shows how to use this formula in practice:**

A7   *fx* =TRANSPOSE(HSTACK(B3:E3, B4:E4, B5:E5))

	A	B	C	D	E	F	G
1		Quarter					
2	Year	Q1	Q2	Q3	Q4		
3	2021	8	12	14	10		
4	2022	4	10	18	22		
5	2023	17	19	30	23		
6							
7	8						
8	12						
9	14						
10	10						
11	4						
12	10						
13	18						
14	22						
15	17						
16	19						
17	30						
18	23						
19							
20							

We can see that the formula was able to successfully convert the table of values into a single list that shows the sales values for each quarter and year.

For example:

The first value in the list shows the sales for Q1 2021. The second value in the list shows the sales for Q2 2021. The third value in the list shows the sales for Q3 2021.

**And so on.**

**How This Formula Works**

**Recall the formula that we used to**

**=TRANSPOSE(HSTACK(B3:E3, B4:E4, B5:E5))**

**This formula works by first using the HSTACK function to horizontally stack the values in each row into a single row.**

**Next, we wrap the TRANSPOSE function around the HSTACK function to transpose the horizontal list of values into a vertical list of values.**

**Note: You can find the complete documentation for the HSTACK function in Excel .**

**The following tutorials explain how to perform other common operations in Excel:**