

How can I reverse the order of columns in Excel?

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To reverse the order of columns in Excel, follow these steps:

1. Select the columns that you want to reverse.
2. Right-click on the selected columns and choose "Cut" from the drop-down menu.
3. Right-click on the column that you want the reversed columns to be placed after and choose "Insert Cut Cells" from the drop-down menu.
4. The selected columns will now be reversed and placed after the chosen column.

Alternatively, you can also use the "Transpose" function under the "Paste" options to reverse the order of columns. This can be accessed by clicking on the small arrow under the "Paste" button and selecting "Transpose." This will switch the rows and columns, effectively reversing the order of columns.

Reverse the Order of Columns in Excel

You can use the Sort option within the Data tab in Excel to quickly reverse the order of columns in a spreadsheet.

The following step-by-step example shows how to do so.

Step 1: Enter the Data

First, let's enter the following dataset in Excel that contains information about various basketball players:

	A	B	C	D	E	F
1	Team	Points	Assists			
2	Mavs	22	8			
3	Spurs	39	5			
4	Rockets	34	8			
5	Kings	20	4			
6	Warriors	26	4			
7	Nets	25	3			
8	Lakers	18	9			
9	Thunder	14	6			
10	Blazers	14	12			
11	Jazz	27	5			
12						
13						
14						
15						
16						

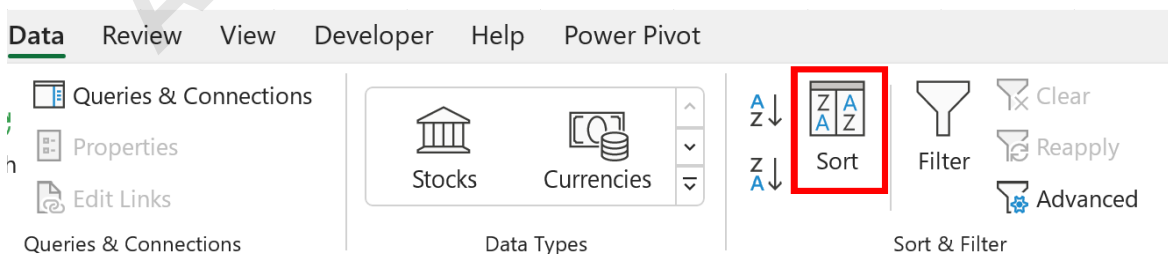
Step 2: Create Helper Row

Next, we need to create a row at the bottom of the dataset that includes a list of values ranging from 1 to the largest column number:

	A	B	C	D	E	F
1	Team	Points	Assists			
2	Mavs	22	8			
3	Spurs	39	5			
4	Rockets	34	8			
5	Kings	20	4			
6	Warriors	26	4			
7	Nets	25	3			
8	Lakers	18	9			
9	Thunder	14	6			
10	Blazers	14	12			
11	Jazz	27	5			
12	1	2	3			
13						
14						
15						
16						
17						
18						

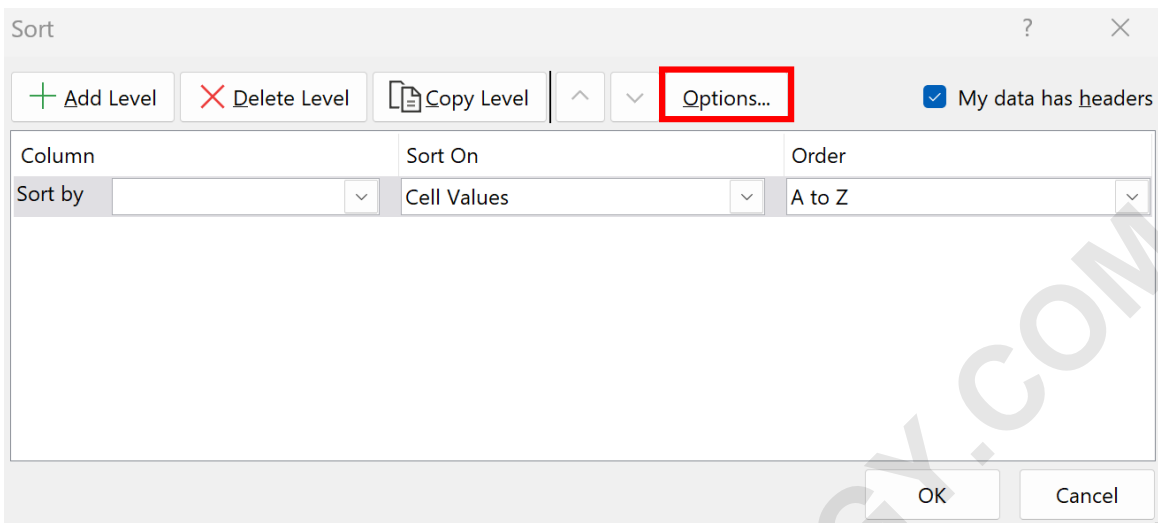
Step 3: Reverse the Order of Columns

Next, highlight the cell range A1:C12 (this includes the helper row) and then click the Sort icon within the Data tab:

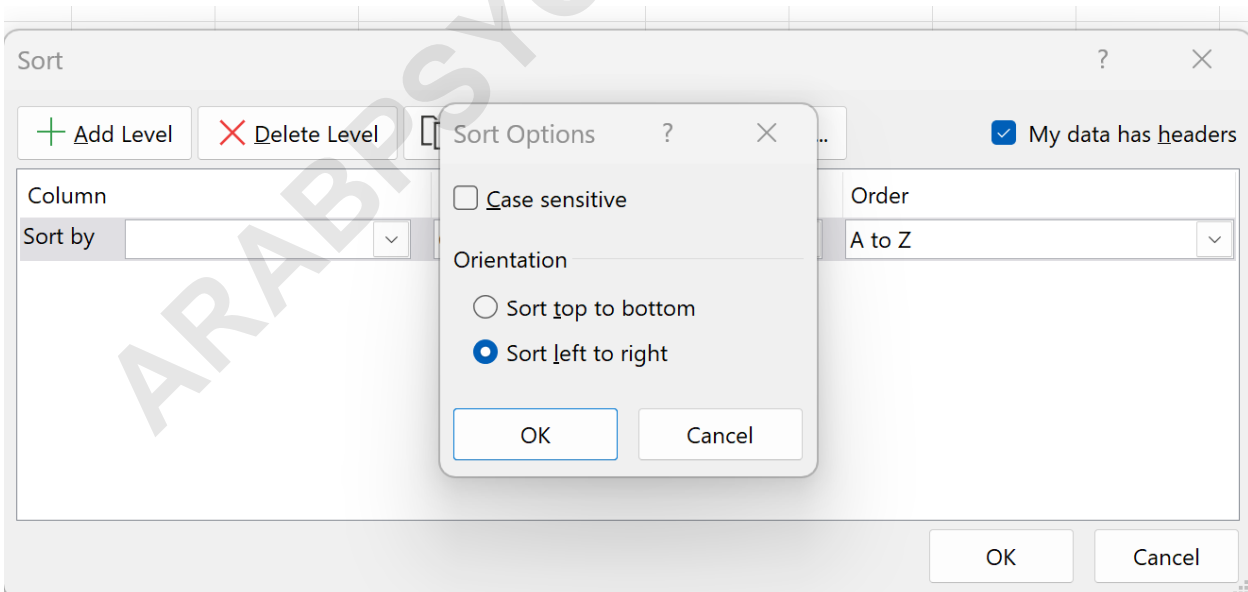


In the new window that appears, click the button titled

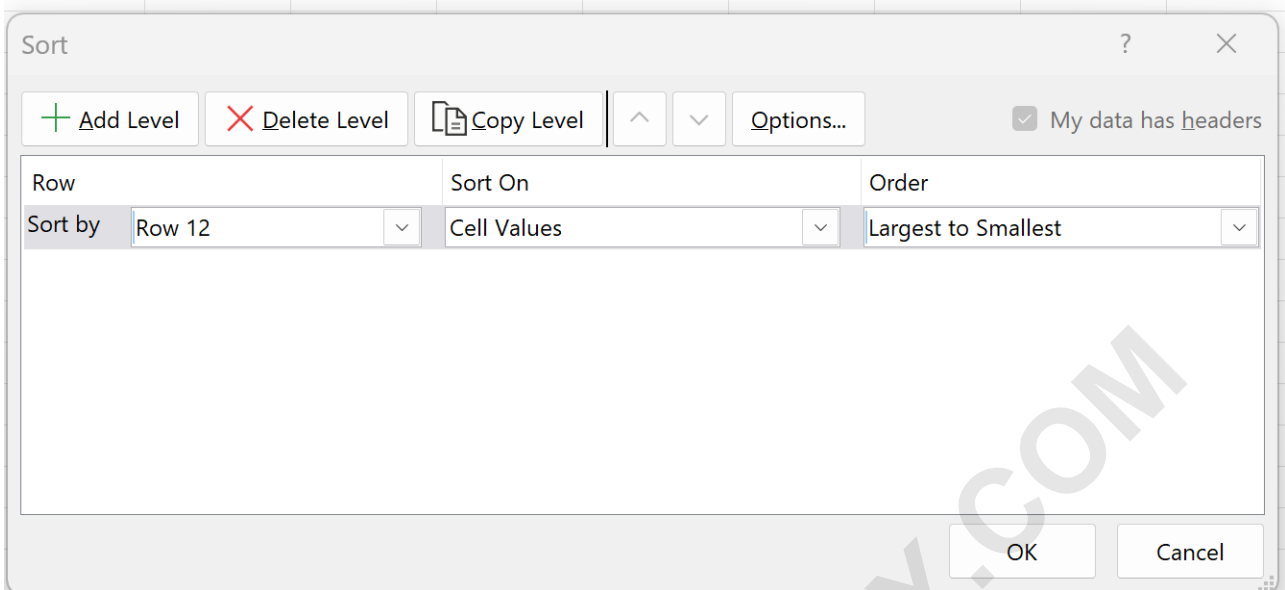
Options:



In the new window that appears, check the button next to Sort left to right and then click OK.



Next, choose Row 12 for the Sort by dropdown and Largest to Smallest for the Order dropdown:



	A	B	C	D	E	F
1	Assists	Points	Team			
2	8	22	Mavs			
3	5	39	Spurs			
4	8	34	Rockets			
5	4	20	Kings			
6	4	26	Warriors			
7	3	25	Nets			
8	9	18	Lakers			
9	6	14	Thunder			
10	12	14	Blazers			
11	5	27	Jazz			
12	3	2	1			
13						
14						
15						
16						
17						
18						

The Team column is now last and the Assists column is now first.

Feel free to delete the helper row now that the columns are reversed.

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

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