

How can I use the TRANSPOSE function in excel to rearrange data vertically to horizontally and vice versa?

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The TRANSPOSE function in Excel is a useful tool that allows users to rearrange data from a vertical to horizontal format, and vice versa. This function can be particularly helpful when working with large datasets or when trying to present data in a different layout. By using the TRANSPOSE function, users can easily convert rows into columns and columns into rows, making data analysis and presentation more efficient and organized. This function can be accessed through the Paste Special feature in Excel and is a quick and easy way to manipulate data without having to manually rearrange it. Overall, the TRANSPOSE function is a valuable tool for streamlining data organization and presentation within Excel.

Sometimes you need to switch or rotate cells. You can do this by copying, pasting, and using the Transpose option. But doing that creates duplicated data. If you don't want that, you can type a formula instead using the TRANSPOSE function. For example, in the following picture the formula **=TRANSPOSE(A1:B4)** takes the cells A1 through B4 and arranges them horizontally.

	A	B	C	D	E	F	G	H
1	Jan	100						
2	Feb	200						
3	Mar	150						
4	Apr	300						
5								
6	Jan	Feb	Mar	Apr				
7	100	200	150	300				

Note: If you have a current version of Microsoft 365 , then you can input the formula in the top-left-cell of the output range, then press **ENTER** to confirm the formula as a dynamic array formula. Otherwise, the formula must be entered as a legacy array formula by first selecting the output range, input the formula in the top-left-cell of the output range, then press **Ctrl+Shift+Enter** to confirm it. Excel inserts curly brackets at the beginning and end of the formula for you. For more information on array formulas, see Guidelines and examples of array formulas.

Step 1: Select blank cells

First select some blank cells. But make sure to select the same number of cells as the original set of cells, but in the other direction. For example, there are 8 cells here that are arranged vertically:

	A	B	C	D	E	F	G	H
1	Jan	100						
2	Feb	200						
3	Mar	150						
4	Apr	300						
5								

So, we need to select eight horizontal cells, like this:

A6								
	A	B	C	D	E	F	G	H
1	Jan	100						
2	Feb	200						
3	Mar	150						
4	Apr	300						
5								
6								
7								
8								

This is where the new, transposed cells will end up.

Step 2: Type =TRANSPOSE(

With those blank cells still selected, type: =TRANSPOSE(

Excel will look similar to this:

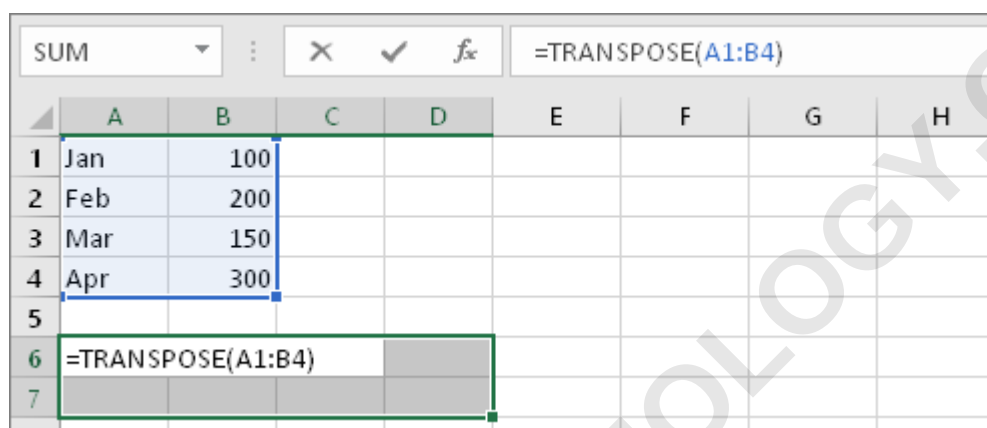
SUM								
	A	B	C	D	E	F	G	H
1	Jan	100						
2	Feb	200						
3	Mar	150						
4	Apr	300						
5								
6	=TRANSPOSE(							
7	TRANSPOSE(array)							
8								

Notice that the eight cells are still selected even though we have started typing a formula.

Step 3: Type the range of the original cells.

Now type the range of the cells you want to transpose. In this example, we want to transpose cells from A1 to B4. So the formula for this example would be: **=TRANSPOSE(A1:B4)** -- **but don't press ENTER yet!** Just stop typing, and go to the next step.

Excel will look similar to this:



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Jan	100						
2	Feb	200						
3	Mar	150						
4	Apr	300						
5								
6	=TRANSPOSE(A1:B4)							
7								
8								

The formula bar at the top shows `=TRANSPOSE(A1:B4)`. The range A1:B4 is highlighted in blue, and the range C6:D6 is highlighted in green, indicating the destination for the transposed data.

Tips

You don't have to type the range by hand. After typing **=TRANSPOSE(** you can use your mouse to select the range. Just click and drag from the beginning of the range to the end. But remember: press CTRL+SHIFT+ENTER when you are done, not ENTER by itself.

Need text and cell formatting to be transposed as well? Try copying, pasting, and using the Transpose option. But keep in mind that this creates duplicates. So if your original cells change, the copies will not get updated.

There's more to learn about array formulas. Create an array formula or, you can read about detailed guidelines and examples of them here.

Technical details

The **TRANSPOSE** function returns a vertical range of cells as a horizontal range, or vice versa. The **TRANSPOSE** function must be entered as an array formula in a range that has the same number of rows and columns, respectively, as the source range has columns and rows. Use **TRANSPOSE** to shift the vertical and horizontal orientation of an array or range on a worksheet.

Syntax

TRANSPOSE(array)

The TRANSPOSE function syntax has the following argument:

array Required. An array or range of cells on a worksheet that you want to transpose. The transpose of an array is created by using the first row of the array as the first column of the new array, the second row of the array as the second column of the new array, and so on. If you're not sure of how to enter an array formula, see [Create an array formula](#).

See Also

[Transpose \(rotate\) data from rows to columns or vice versa](#)

[Create an array formula](#)

[Rotate or align cell data](#)

[Guidelines and examples of array formulas](#)