PRODUCTIVITY

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Kingsoft Spreadsheets has a feature that allows you to convert any column or set of columns into a row. This works the same way for converting rows into columns.

Click here to learn how you can convert a column into a row.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Kingsoft Spreadsheet 2013 MS Excel 2007 1. Open a workbook in Spreadsheets 2013. 1. Select all the cells you wish to convert, right-click, and select copy (or simply press Crl+C). 2. Press Crl+C to copy a selected range of data. Image: Copy of the comparison of the copy	Converting a Col	lumn into a Row
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Image: Transpose Image: Transpose Image: Paste as Picture Image: Transpose Image: Paste as Unformatted Text(Y) Image: Transpose	 Angsoft Spreadsheet 2013 Open a workbook in Spreadsheets 2013. Press Ctrl+C to copy a selected range of data. Monday 1 Tuesday 2 Wednesday 3 Thursday 4 Friday 5 Saturday 6 Sunday 7 Place the cursor where you want to insert the copied content as a picture. Go to Home tab > Paste > Paste Special. See below: Spreadsheets Home Trees New Report Formulas No Border No Border Values Transpose Paste as Unformatted Text(Y) 	<text><image/><text></text></text>

5. Check the box at the bottom that says **Transpose** and then click **OK**.

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6. The pasted picture will look like similar to below:TIP: Try unchecking the grid under <u>View</u> tab to remove the excess gray lines when pasting as a picture

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3. Check the box at the bottom that says "Transpose", and then click OK.



4. Now your data that was in columns is now presented in rows.

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