

How to Convert a Column to a Row in Kingsoft Spreadsheets

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.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Converting a Column into a Row

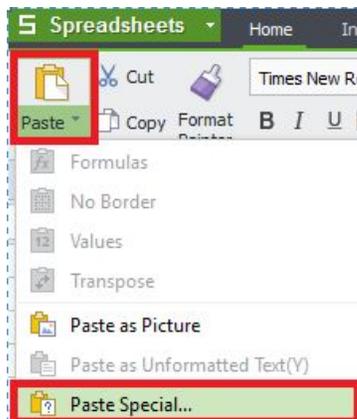
Kingsoft Spreadsheet 2013

1. Open a workbook in Spreadsheets 2013.
2. Press Ctrl+C to copy a selected range of data.



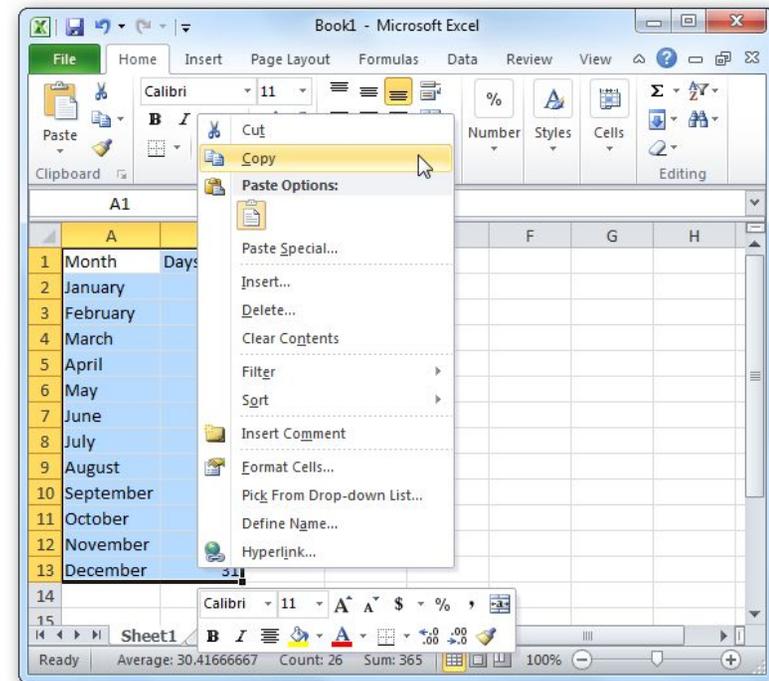
Monday	1
Tuesday	2
Wednesday	3
Thursday	4
Friday	5
Saturday	6
Sunday	7

3. Place the cursor where you want to insert the copied content as a picture.
4. Go to Home tab > Paste > Paste Special. See below:



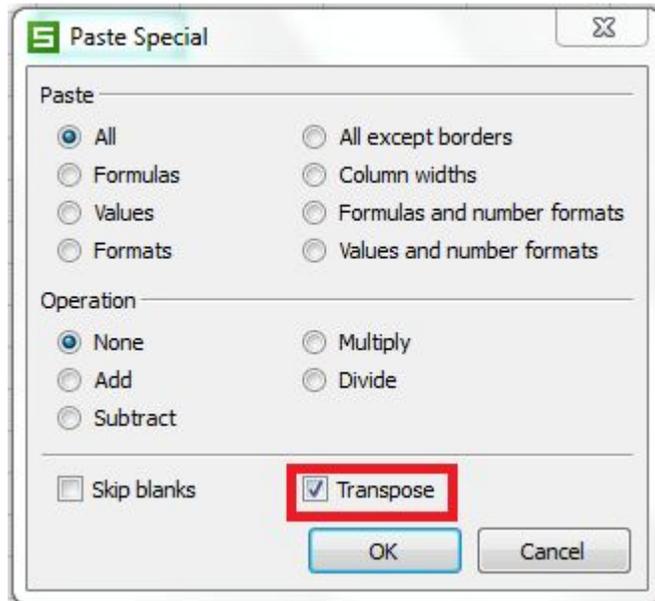
MS Excel 2007

1. Select all the cells you wish to convert, right-click, and select copy (or simply press Ctrl+C).



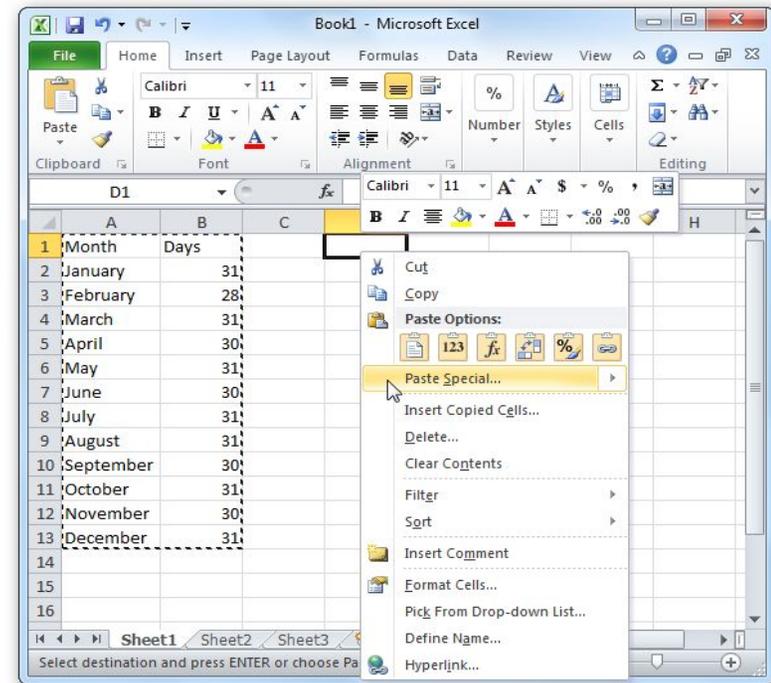
2. Now, right-click on the cell where you want to put the data in rows, and select "Paste Special".

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

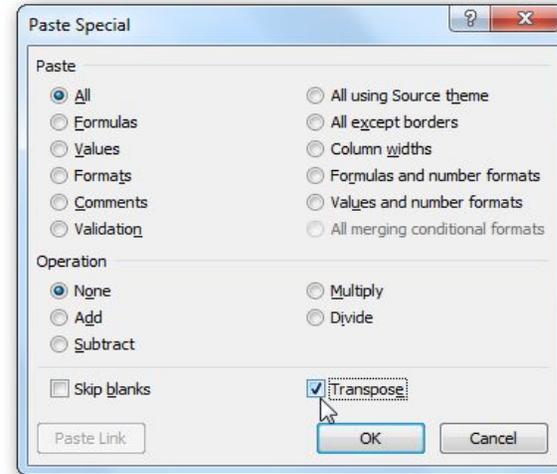


6. The pasted picture will look like similar to below:
TIP: Try unchecking the grid under View tab to remove the excess gray lines when pasting as a picture

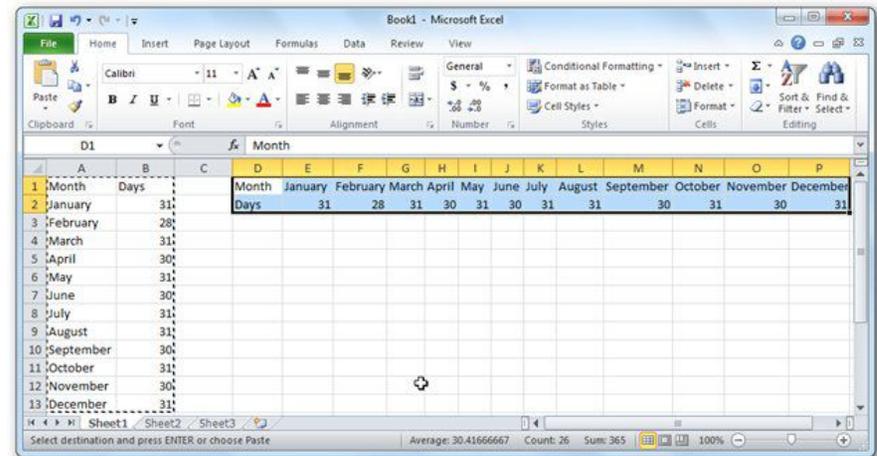
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7



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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