

Popular Webs and PCs

James T. Ryder

How to 'Transpose' the Rows and Columns in a Worksheet

These Instructions may deter you because I have written them 'in-depth.' Keep in mind that there are only (8) steps to complete the result you wish.

Once you've done this a few times you'll be doing it quite quickly and without reading any instructions at all.

Excel itself is the decision maker as to how a .csv file opens; please understand this and realize that if there was a way for me to avoid this issue for your liking I would gladly do it.

It is first important to properly identify the 'Rows' and 'Columns.' 'Rows' are those that go left and right (a horizontal read). The 'Columns' are easier to identify because like the columns that you see in the front of a beautiful home, they go up and down. See the below 'Example #1' for further description. Also, note that each individual box you see in an Excel spreadsheet is called a 'Cell.'

Example #1 (sample colored for Example purposes)

	A	B	C	D
1				C
2				O
3				L
4				U
5				M
6				N
7	R	O	W	S

Popular Webs and PCs

James T. Ryder

When you first open any 'Comma Separated Value' file (aka .csv) it will automatically load as a group of rows, not columns. In order to flip them, Rows to Columns and Columns to Rows, you need to 'transpose' these files. Please follow these directions to 'transpose' your file.

1. When you get the e-mail containing the file (named "full_app.csv"), save it to a place on your Hard Drive where you'll later be able to find and open it.
2. Go to where it was you saved the file and double-click it; this will automatically open the file in Excel. If for some reason this does not happen, open Excel manually and from within Excel use 'File' 'Open' then drill to where this file exists on your Hard Drive.
3. You need to now select all pertinent files that you want to impose. You do this by following the quick shortcut listed below.
 - a. Press and hold the CTRL key (called 'Control'). This key is found on the lower right and left of your keyboard – to the right and left of your Spacebar. You can Press and hold either of these two. While holding this key down, then Press and hold the Shift Key (found just above either CTRL key). While now holding down both of these keys, Press the END key (commonly found to the right of the Alphabet keys on the Keyboard). This string of Keystrokes is written like this CTRL+SHIFT+END
 - b. Once you have clicked on these three keys in the sequence noted you will see all pertinent cells are highlighted.
4. From the pull-down menu that appears, choose COPY. The shortcut to do this is CTRL+C.
5. Though you now see no change; you indeed have all files copied to an invisible 'clipboard' and these files are in the computers memory, at the ready for later 'pasting.'
6. Insert a new 'Worksheet' (this is done by clicking 'Insert' from the Excel menus found at top of program, then from the pull-down appearing, choosing 'Worksheet').
7. Click one time in the very first cell of that new Worksheet (Cell A1). This activates this worksheet and lets the computer know you are now working on this sheet.
8. Right-click the same cell and choose 'Paste Special.' Once you've done this you'll see a new dialog box show up with all kinds of choices. Look at the lower right of these choices and choose 'transpose' by clicking in the round 'radio button' to the left of these words; and click OK.
9. You will now see the Columns information in Rows, and the Rows information in Columns.

Popular Webs and PCs

James T. Ryder

Here are these same steps again, but in a quick 'step-by-step' list:

1. Open File by double clicking it from the place where you've saved it on your hard drive.
2. Click the following sequence of keys: CTRL+SHIFT+END
3. Click EDIT, then COPY
4. Click INSERT, then WORKSHEET
5. In that new WORKSHEET, click the A1 Cell one time.
6. Then Right-Click this same cell, and from choice that pop-ups choose 'Paste Special.'
7. From new window appearing, choose 'Transpose' and click OK.
8. DONE!

Once you've done this you will see the files are somewhat messy to look at because Cells are all too small to show all text within them. This is simply solved by these few short steps.

- ✓ In the top left corner of the above sample image of a spreadsheet you'll see a **RED** cell to the left of the letter A (signifying Column A) and above the Number 1 (signifying Row 1). This sample is **RED** to make it easy to find, it is not **RED** on a normal Worksheet.
- ✓ Once you've clicked on this button, your entire Worksheet is highlighted.
- ✓ Hover your mouse slowly between the A and B (signifying Column A and B). You'll see your mouse become a double-pointing arrow. While this double-pointing arrow is showing, click one time. If you have done this correctly then all cells should automatically be wide enough to handle all text within them. If you are not seeing this, you have not done this correctly.

Here are these same steps again, but in a quick 'step-by-step' list:

- ✓ Click Top-Left corner button one time.
- ✓ Hover mouse between Column A and B.
- ✓ Once you see Double-Arrow, double-click.
- ✓ DONE!

These steps, when followed correctly will allow a Full Application to print on a mere two pages, instead of the 37 pages needed to print the same information when not 'Transposed.'