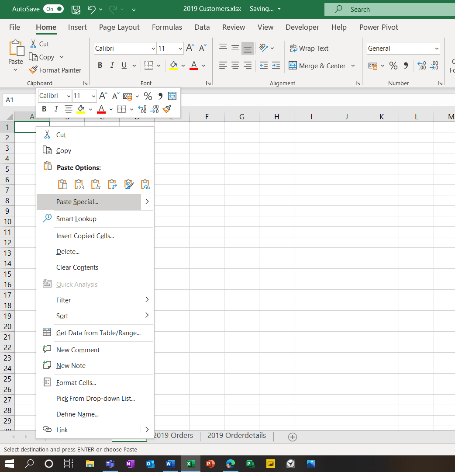
The process is called Transpose.

Select a table in your spreadsheet 🡪 Copy (CTRL+C)  
A screenshot of a computer

Description automatically generated

Select a new sheet  
Right click the cell to paste from and **click** on the Paste Special (Don’t hover over it, click it)



This will open the Paste Special dialogue box 🡪 Click Transpose  
A screenshot of a cell phone

Description automatically generated

Click OK and the list (Or a selected column or a selected row) will be layed out in a transposed way.  
A screenshot of a social media post

Description automatically generated

Process complete!