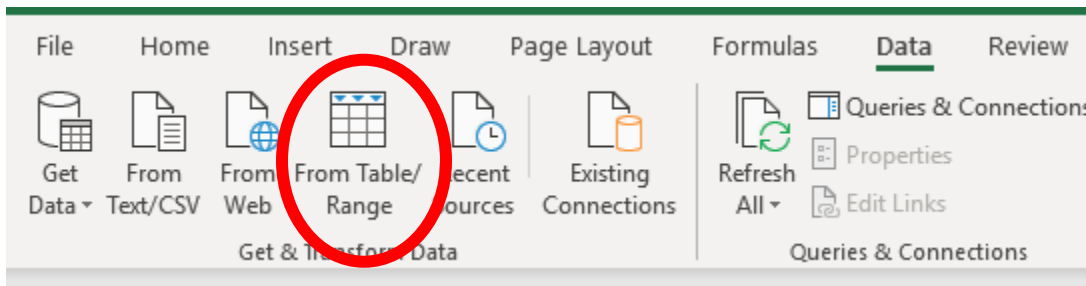


Unpivoting a Range

In your Excel journey you might come across data that already exists in a PivotTable (also called cross tab format) but you need it in a list (a.k.a. tabular format). Like everything Microsoft there are a few ways to accomplish this. First let's look at a cross tab report and discuss two ways of dealing with it.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		January	February	March	April	May	June	July	August	September	October	November	December	
2	Red	31	0	13	44	86	37	26	69	8	36	75	79	
3	Orange	2	77	78	82	57	95	0	86	92	12	0	6	
4	Yellow	45	55	5	78	60	43	72	38	53	76	93	71	
5	Green	5	69	40	0	92	8	90	9	64	44	30	44	
6	Blue	86	0	44	50	96	89	41	5	77	43	73	96	
7	Indigo	90	91	88	59	34	53	45	91	49	85	25	11	
8	Violet	70	92	54	38	8	22	0	95	29	20	0	33	

Something like this could be the result of a PivotTable that was pasted as values or simply an old report that you can't find the source for. The first step in either method is to convert the data to a table. First, select the range you want to convert and then press Alt + A + PT or click Data at the top, then From Table/Range



This will open a new window called Power Query and from here you'll be able to unpivot the data which should now look like this:

	Color	January	February	March	April	May	June	July	August	September	October	November	December
1	Red	31	0	13	44	86	37	26	69	8	36	75	79
2	Orange	2	77	78	82	57	95	0	86	92	12	0	6
3	Yellow	45	55	5	78	60	43	72	38	53	76	93	71
4	Green	5	69	40	0	92	8	90	9	64	44	30	44
5	Blue	86	0	44	50	96	89	41	5	77	43	73	96
6	Indigo	90	91	88	59	34	53	45	91	49	85	25	11
7	Violet	70	92	54	38	8	22	0	95	29	20	0	33

Unpivoting a Range

To unpivot the data, simply select all of the months, don't select the Color column and select Unpivot Columns

The screenshot shows the Excel Transform ribbon with the 'Unpivot Columns' button circled in red. The ribbon includes options like Transpose, Reverse Rows, Count Rows, Detect Data Type, Rename, Replace Values, Fill, Pivot Column, Convert to List, and Split Column. Below the ribbon is a data table with columns for Color and months (January through May).

	Color	January	February	March	April	May
1	Red	31	0	13	44	86
2	Orange	2	77	78	82	57
3	Yellow	45	55	5	78	60
4	Green	5	69	40	0	92
5	Blue	86	0	44	50	96
6	Indigo	90	91	88	59	34
7	Violet	70	92	54	38	8

After this your data will change and look like a traditional tabular data set.

From here you just need to click "Close and Load" and a new table will appear that has your data in a tabular format rather than crosstab.

	Color	Attribute	Value
1	Red	January	31
2	Red	February	0
3	Red	March	13
4	Red	April	44
5	Red	May	86
6	Red	June	37
7	Red	July	26
8	Red	August	69
9	Red	September	8
10	Red	October	36
11	Red	November	75
12	Red	December	79
13	Orange	January	2
14	Orange	February	77
15	Orange	March	78
16	Orange	April	82
17	Orange	May	57
18	Orange	June	95
19	Orange	July	0
20	Orange	August	86
21	Orange	September	92
22	Orange	October	12
23	Orange	November	0
24	Orange	December	6
25	Yellow	January	45

The screenshot shows the Excel Transform ribbon with the 'Close & Load' button circled in red. Other buttons visible include Refresh Preview, Manage, Properties, Advanced Editor, Choose Columns, and Remove Columns.

Once you click Close and Load, Excel will take a little time and eventually load the data you just unpivoted into Excel so you can manipulate it in the manner you're accustomed to.

Unpivoting a Range

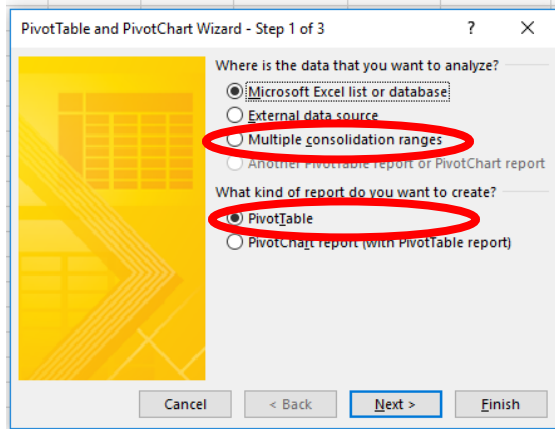
Your new table should look like this:

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The ribbon includes options for 'Get Data', 'From Text/CSV', 'From Web', 'From Table/Range', 'Recent Sources', 'Existing Connections', 'Refresh All', and 'Queries & Connections'. Below the ribbon, the formula bar shows 'I16'. The main grid displays a table with the following data:

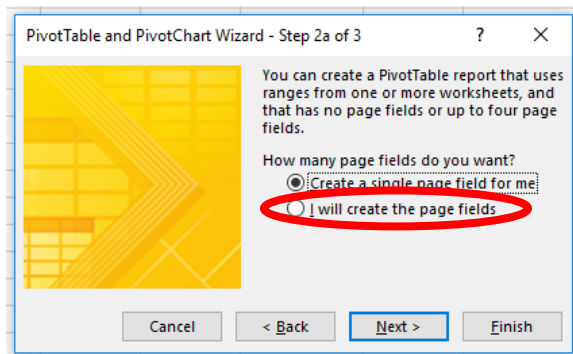
	A	B	C	D	E	F	G
1	Color	Attribute	Value				
2	Red	January	31				
3	Red	February	0				
4	Red	March	13				
5	Red	April	44				
6	Red	May	86				
7	Red	June	37				
8	Red	July	26				
9	Red	August	69				
10	Red	September	8				
11	Red	October	36				
12	Red	November	75				
13	Red	December	79				
14	Orange	January	2				
15	Orange	February	77				
16	Orange	March	78				
17	Orange	April	82				
18	Orange	May	57				
19	Orange	June	95				

Unpivoting a Range

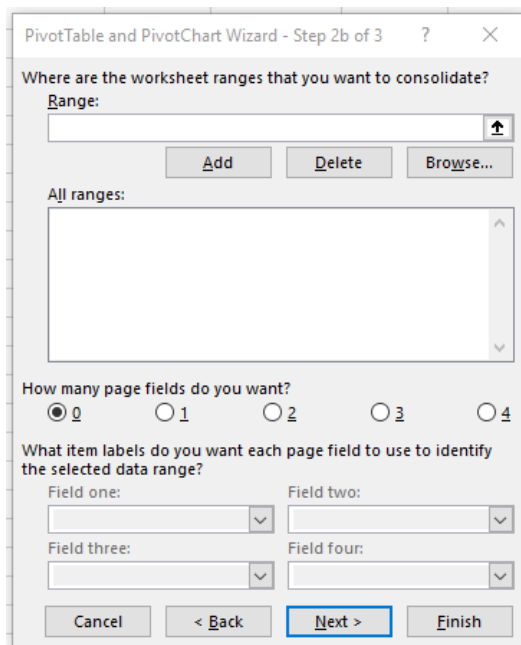
The second method you can use is a throwback but it's still available in Excel 365. By pressing Alt + D + P you will open the Pivot Table Wizard



When this opens select “Multiple Consolidation Ranges” and “PivotTable” and click Next

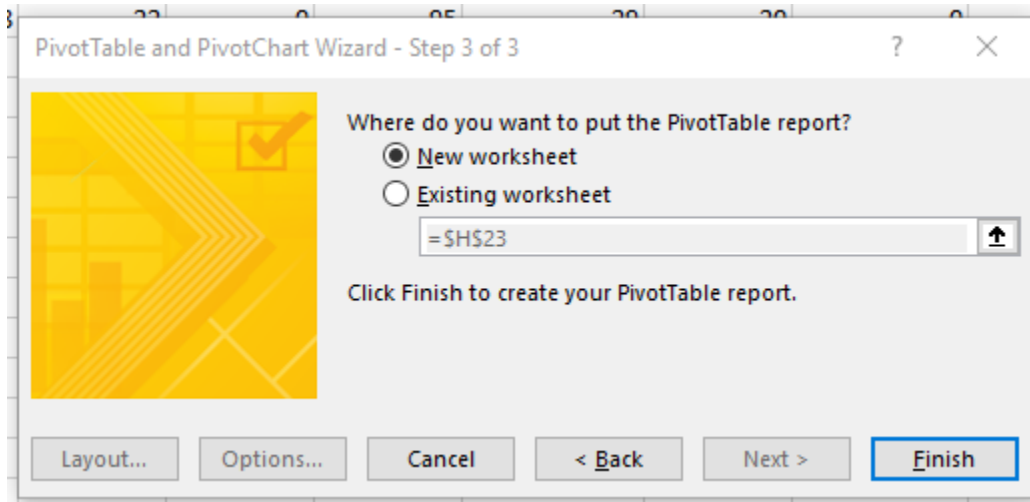


After you click Next another window will pop up. Select “I will create the page fields” and click Next



Here, select the arrow next to the Range box and select the table you are unpivoting and click Next.

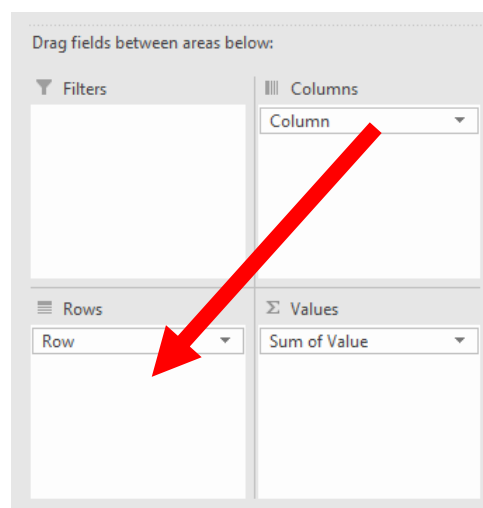
Unpivoting a Range



Finally, you can choose whether you want the new table on the current sheet or on a new sheet. Either way, make your selection and click Finish. You'll get a PivotTable that looks exactly like the table you had

Sum of Value	Column Labels	January	February	March	April	May	June	July	August	September	October	November	December	Grand Total
Blue		86	0	44	50	96	89	41	5	77	43	73	96	700
Green		5	69	40	0	92	8	90	9	64	44	30	44	495
Indigo		90	91	88	59	34	53	45	91	49	85	25	11	721
Orange		2	77	78	82	57	95	0	86	92	12	0	6	587
Red		31	0	13	44	86	37	26	69	8	36	75	79	504
Violet		70	92	54	38	8	22	0	95	29	20	0	33	461
Yellow		45	55	5	78	60	43	72	38	53	76	93	71	689
Grand Total		329	384	322	351	433	347	274	393	372	316	296	340	4157

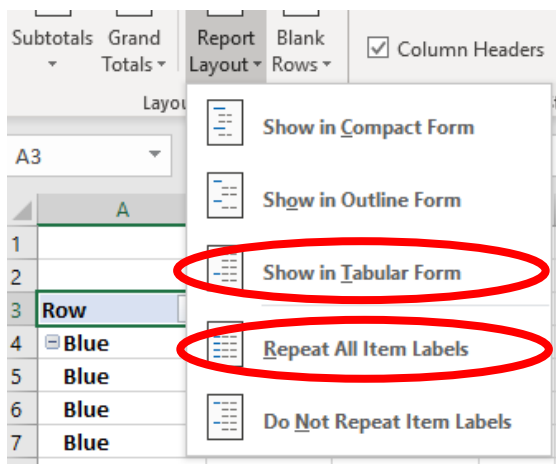
To make the data tabular just click and drag "Column" (in the top right box) to below "Row" (bottom left box)



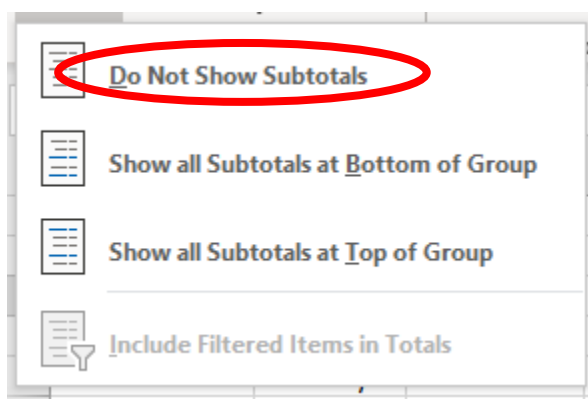
Unpivoting a Range

Row Labels	Sum of Value
Blue	700
January	86
February	0
March	44
April	50
May	96
June	89
July	41
August	5
September	77
October	43
November	73
December	65

You'll see this table show up, to make it tabular click on Design under PivotTable Tools at the top of the Excel window.



On the left side of this tab click Report Layout and click on the "Show in Tabular Form" and then the "Repeat All Item Labels" options.



Finally select subtotals and click Do Not Show Subtotals.

Unpivoting a Range

Row	Column	Sum of Value
Blue	January	86
Blue	February	0
Blue	March	44
Blue	April	50
Blue	May	96
Blue	June	89
Blue	July	41
Blue	August	5
Blue	September	77
Blue	October	43
Blue	November	73
Blue	December	96
Green	January	5
Green	February	69
Green	March	40
Green	April	0
Green	May	92
Green	June	8
Green	July	90
Green	August	9
Green	September	64
Green	October	44
Green	November	30
Green	December	44
Indigo	January	90

Your table will now look like the following and you'll be able to copy and paste the data outside of a PivotTable to use however you see fit.