



February 20, 2014

Volume 109

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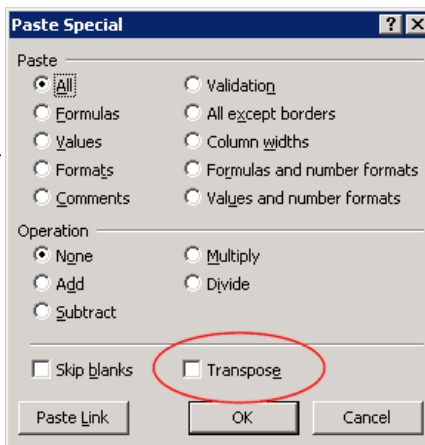
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Excel Data: Rows to Columns

Do you have data listed in rows but need to have it appear as columns? Or visa versa? You could re-enter all the data, but there's no need. Excel has a solution – Transpose.

Transpose shifts the vertical and horizontal orientation of any array of data. It's easy to do using copy and paste special.

- 1.Highlight the data you want to transpose
- 2.Copy the cells
- 3.Put your cursor in an open place on your worksheet or in new worksheet
- 4.Click Home, choose Paste and then Paste Special.
- 5.The window that appears gives you lots of choices for how to paste the data.
- 6.Choose Transpose and see the results!



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If you need help with an Excel project or have questions – contact us at info@aapk.com for assistance.

NewsPeg For News Junkies

With all the news you are barraged with daily, have you thought “there has to be a way to organization it”? Now you can with [Newspeg](#).

[Newspeg](#) is like Pinterest for news. You can pin a story, share it with friends, keep track of a particular topic and organize the stories you need.

Started by a group that has been in the newspaper industry for many years, [Newspeg](#) was a natural extension to keep the news clutter at bay.

Much like Pinterest you add [Newspeg](#) to your browser. Each story you "peg" to [Newspeg](#) displays a headline, a photo and the story's source. With a click, you can read the entire story on its originating site. You can add comments or like a story, or repeg a story from someone else.

[Newspeg](#) is integrated with Twitter and Facebook, so stories collected on [Newspeg](#) can be quickly and easily shared even more broadly. Try it out and then share it with your friends!

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See the full press release here

http://recoveringjournalist.typepad.com/recovering_journalist/2014/01/introducing-newspeg.html

If you need help organizing your business or other social media outlets contact me at info@aapk.com to help you move forward.

You Have To Laugh

Funny Video: Dogs help owners shovel the snow ... <https://www.youtube.com/watch?v=CeazQWabKDI>

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