

How to rotate a table in Word (Rotate a table 90 degrees in Word)

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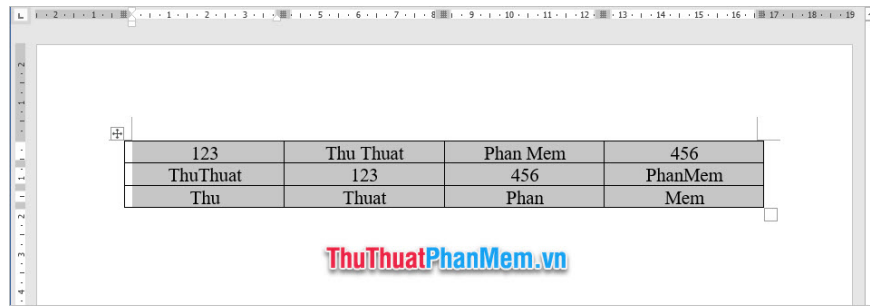


1. How to rotate a table in Word thanks to Excel

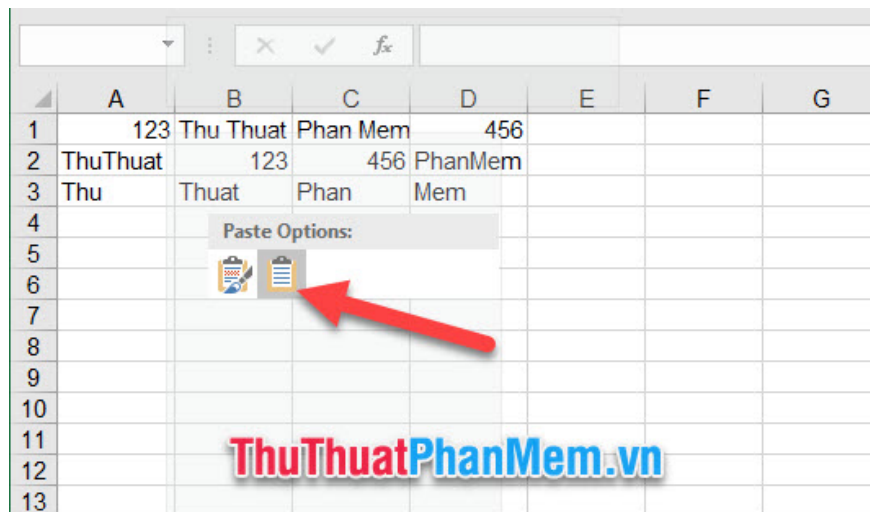
You can use Excel with **Text Direction** to help rotate the table 90 degrees.

To make the instructions simpler, TipsMake.com will take an example with the data table in the image below.

First we have to highlight the entire data table and then perform the copy operation. You can right-click on the highlighted area and select **Copy** or use the key combination Ctrl C.



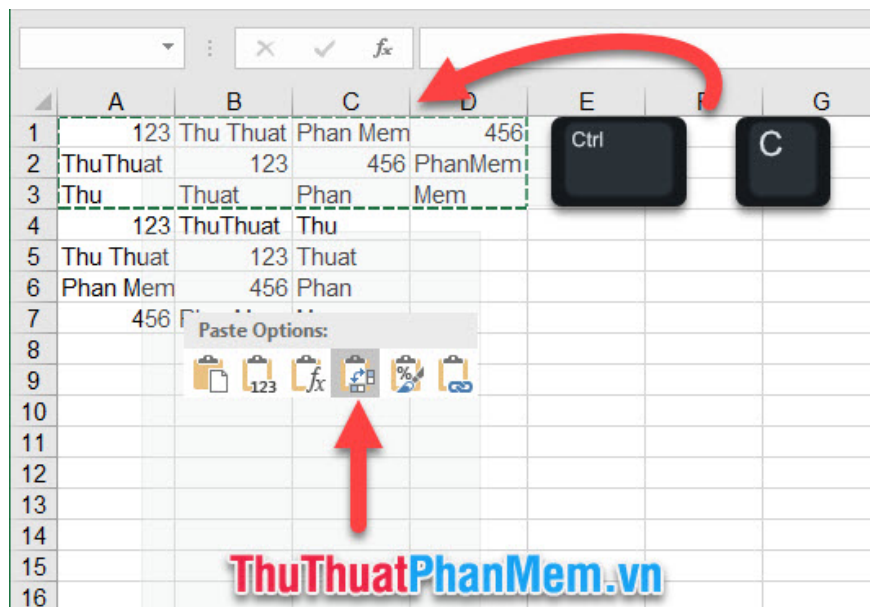
Then you open your Excel file, paste the data into any location on the Excel spreadsheet. You note that only paste data, not paste the whole table frame, to do so, then click on the **Match Destination Formatting** icon in **Paster Options** .



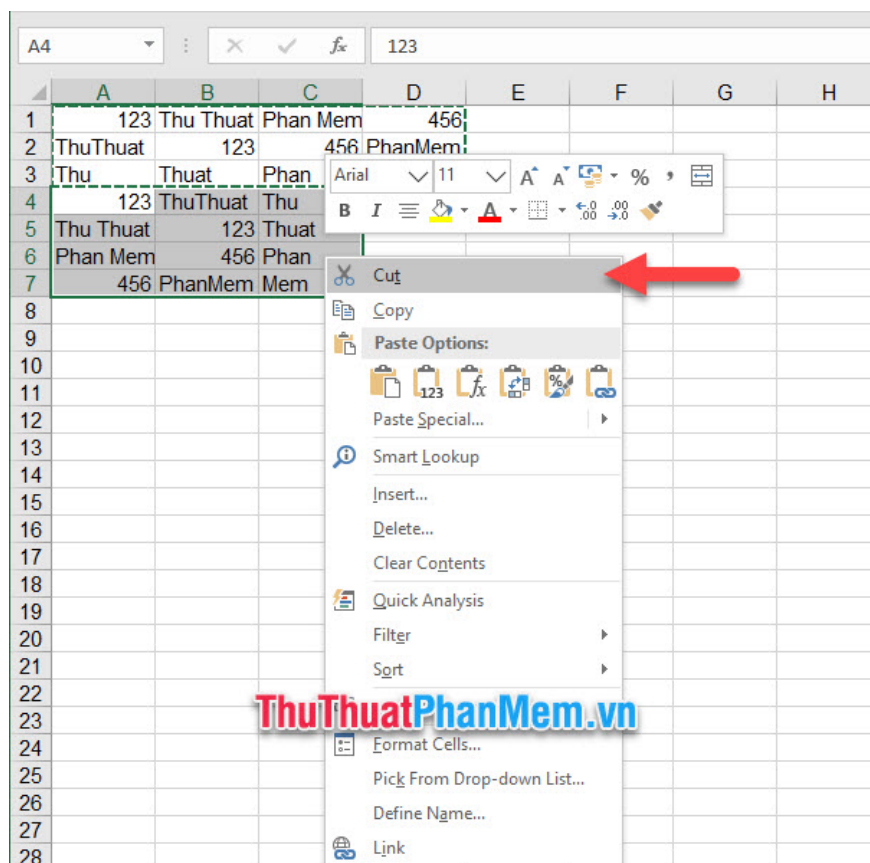
After you have pasted the data from Word into Excel, continue to copy the pasted data array again (highlight the whole array of data and press Ctrl C) and perform the reverse paste. column.

Right-click and select the **Transpose** icon in **Paste Options** .

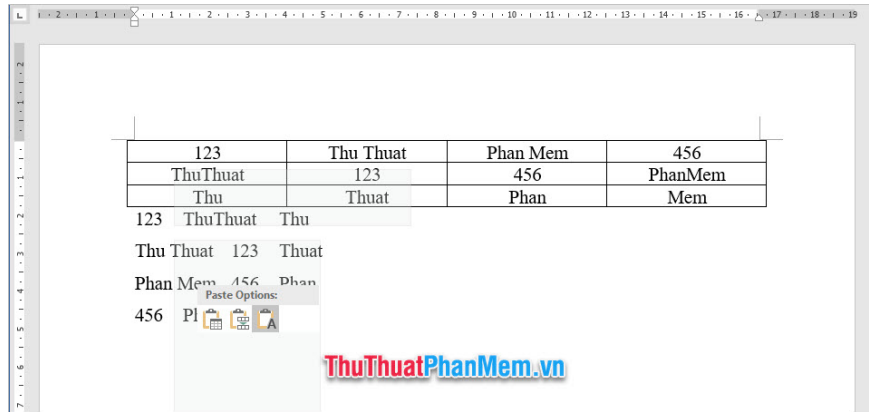
Note that the column paste can only be done while you still have the old data array, so you can only execute the **Copy** command above, not the **Cut** command .



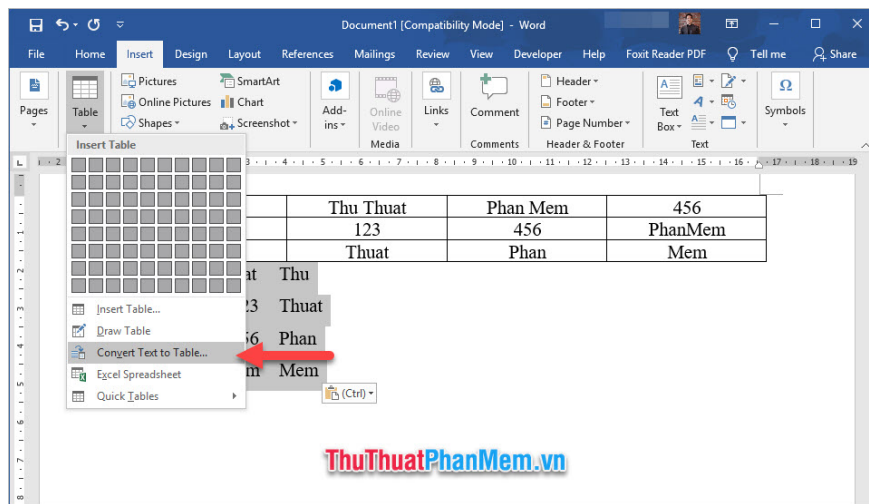
After you have reversed the column and row of the data table for each other, you copy back the array of data in the row column just received by **Copy** or **Cut** as you like.



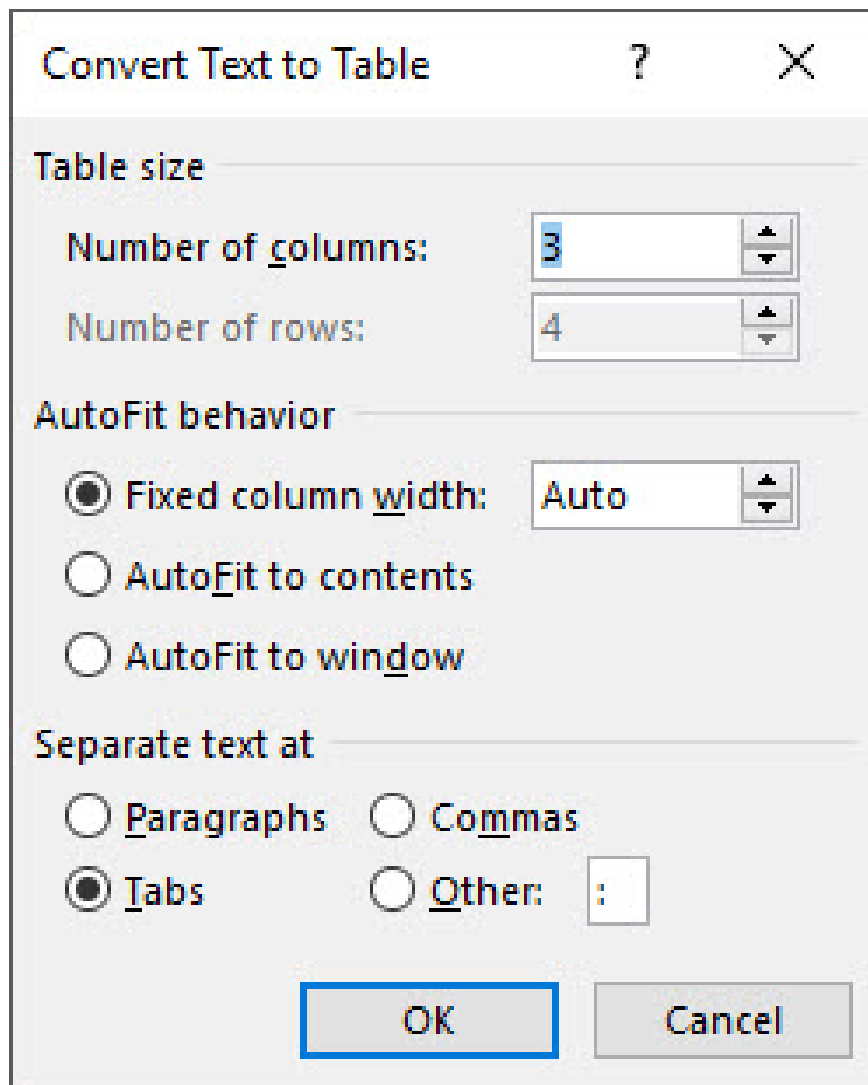
Next you open up Word and paste that data into. Select **Keep Text Only** in **Paste Options** to get only data.



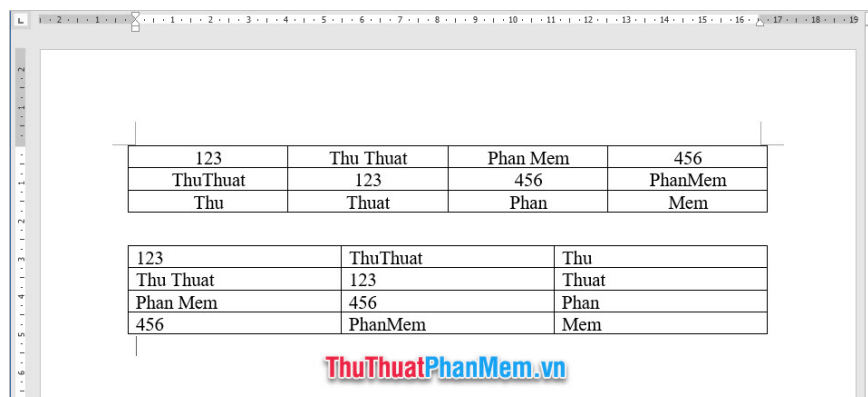
Next, highlight the column of data you just pasted, then open the Insert ribbon, click the **Table** icon, and select the **Convert Text to Table** row in the drop-down list.



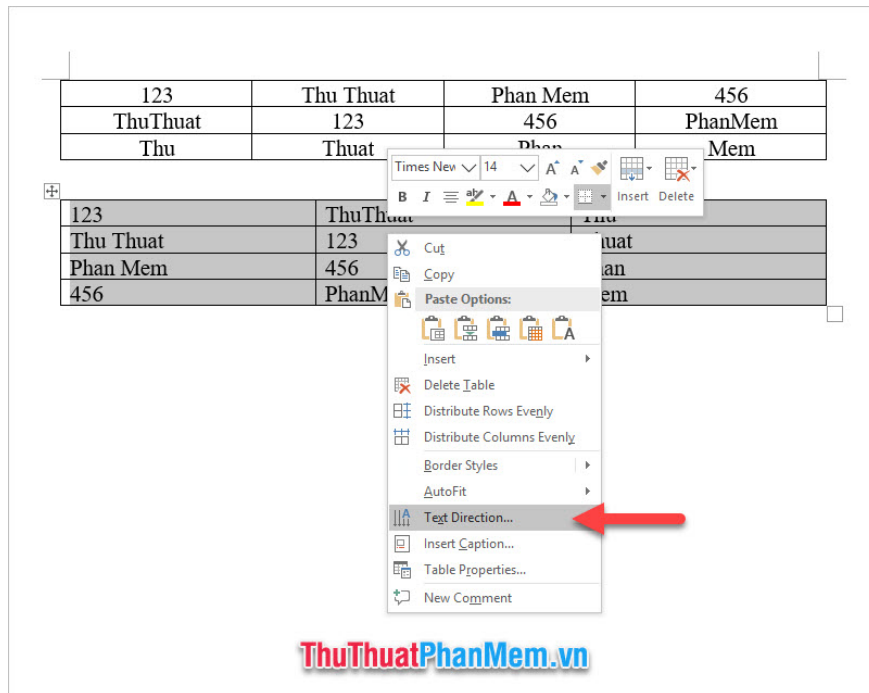
Review the parameters of the **Convert Text to Table** function window that appears, then click **OK** if it is okay.



Now you can see that the newly created data table has vertical columns and rows compared to the original data table.

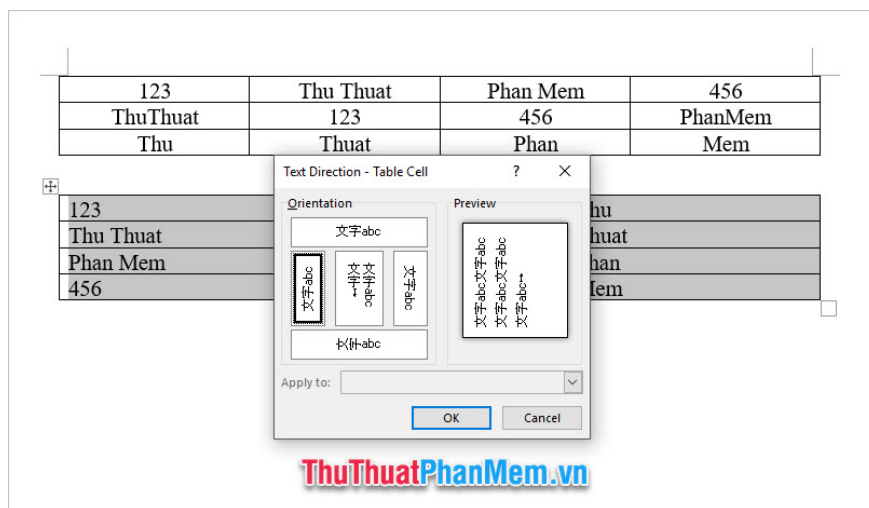


Next you need to black out the data table to rotate 90 degrees, right-click on the data table and select **Text Direction** .



The window of **Text Direction - Table Cell** function will be displayed, you can choose to rotate vertically to the left and rotate to the right to rotate the text in the table at an angle of 90 degrees.

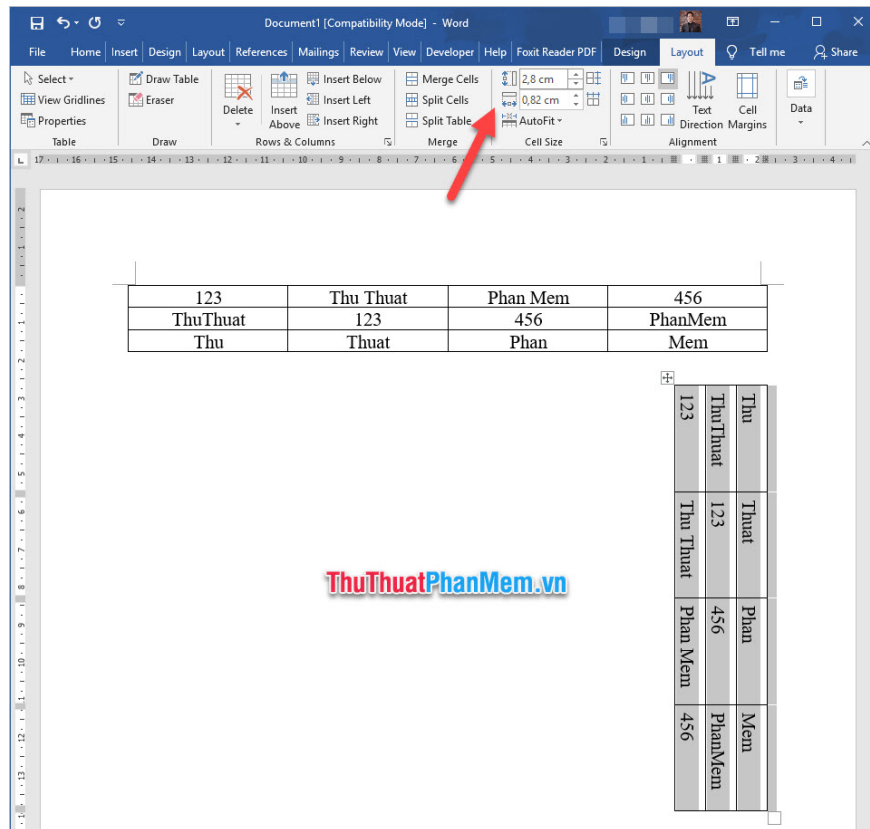
Then click **OK** to confirm.



Finally, you just need to adjust the height of the data table to rotate 90 degrees along.

You can simultaneously adjust the width and width of the entire data table by clicking on the blackout of the entire data table and opening the **Layout Tools** ribbon of **Table Tools** .

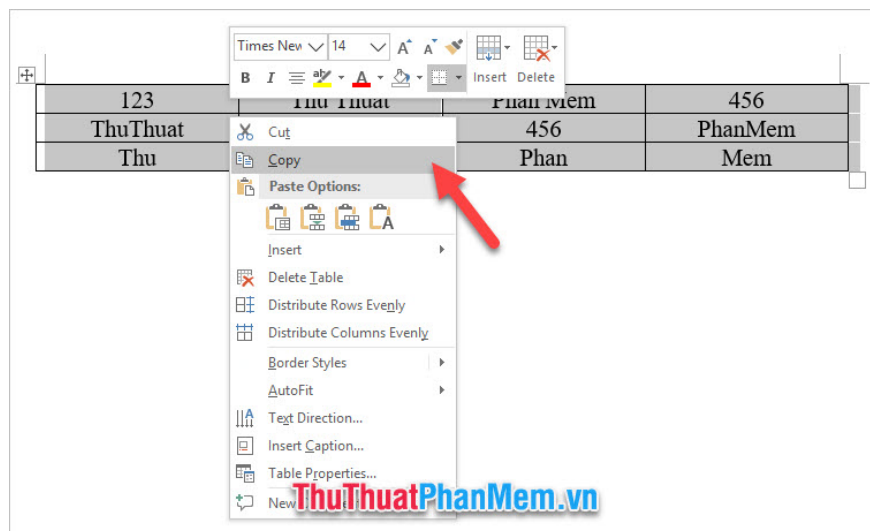
Under **Cell Size** , you can adjust the exact width and height of the table here.



2. How to rotate a table in Word by taking a picture

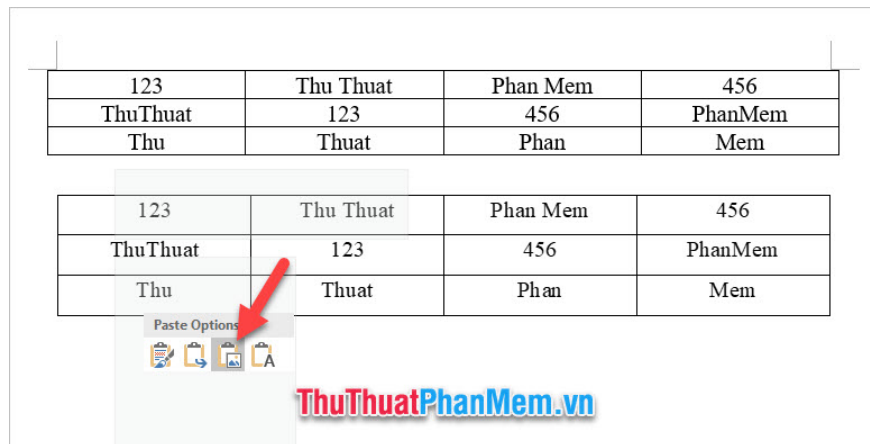
You can choose how to take a picture of the Word board by clicking **Prt Scr** on the keyboard and pasting it into Paint, cutting out the image. Or you can paste the image directly using the Paste function of Word.

First you have to copy the data table to rotate 90 degrees.

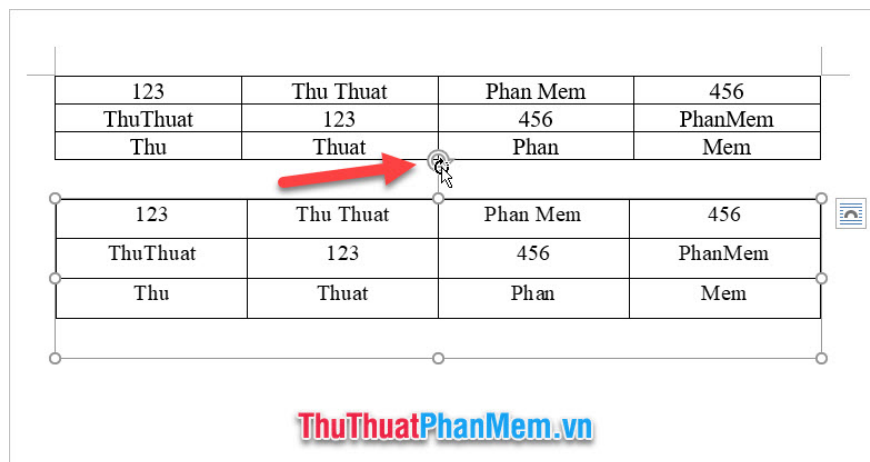


Next, right click on the position you want to insert the data table rotated 90 degrees. Select **Picture** from the **Paste Options** list to paste the copied table of data as images.

Note that when you select **Picture** but only paste the image as a columned data but do not have a table line, you can adjust it by trimming the table to the original data table (increasing line density guys).



After pasting the data sheet as an image, you can rotate the table vertically at a 90 degree angle by clicking on the image and then clicking the rotating arrow icon at the top, hovering the image to get Can rotate 90 degrees.



The result is that the data sheet in the form of your image has been rotated 90 degrees compared to the original data sheet. But this data sheet is only an image, so you cannot adjust the data if there is a change.

123	Thu Thuat	Phan Mem	456
ThuThuat	123	456	PhanMem
Thu	Thuat	Phan	Mem

123	Thu Thuat	Phan Mem	456
ThuThuat	123	456	PhanMem
Thu	Thuat	Phan	Mem

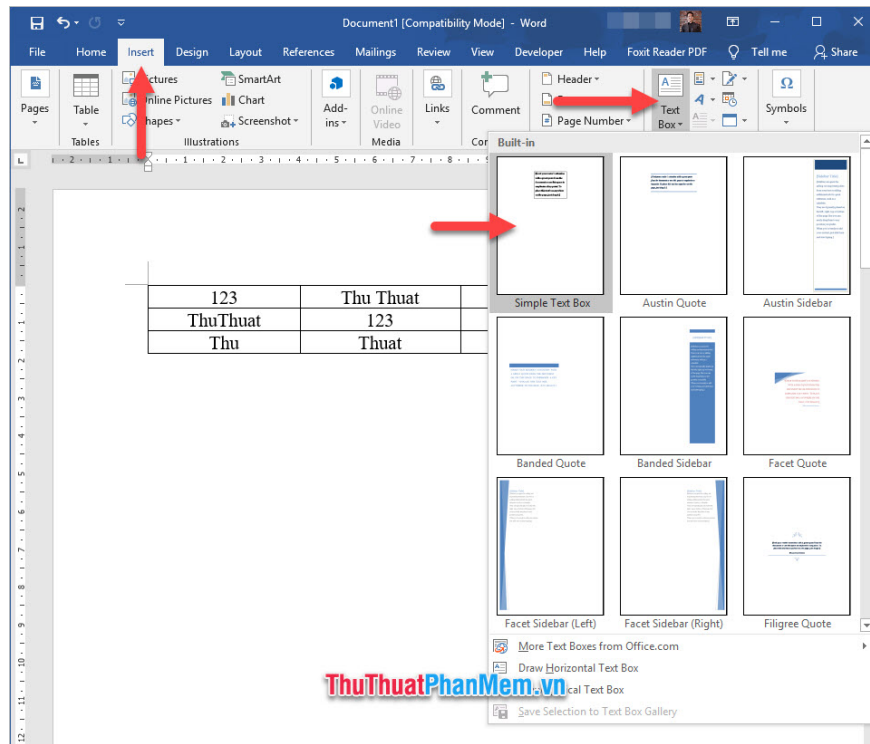
ThuThuatPhanMem.vn

3. How to rotate a table in Word by inserting a Text Box

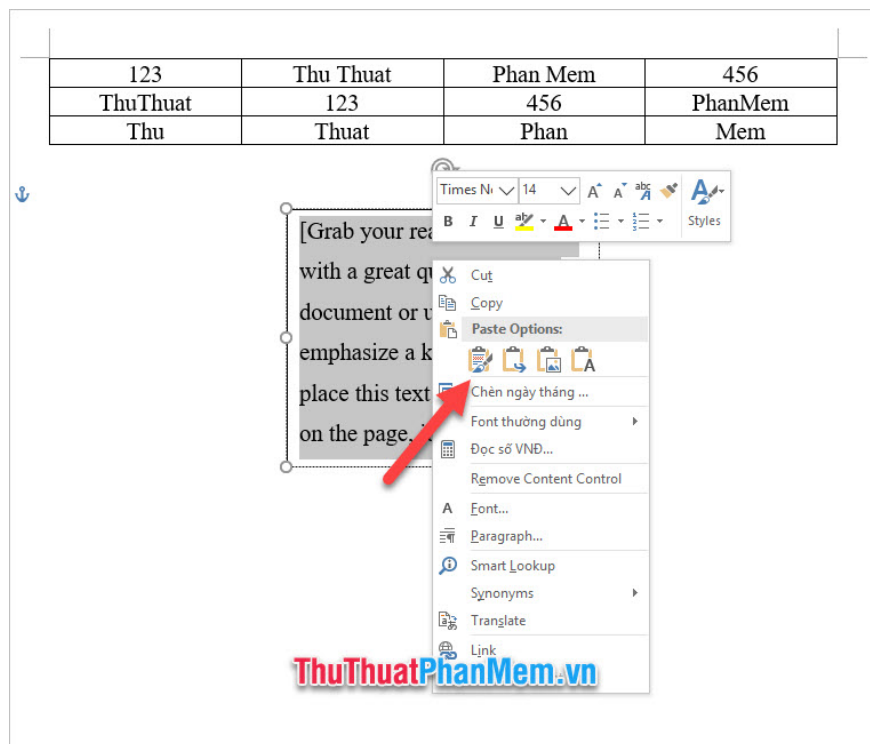
Another method is to rotate the table by inserting the **Text Box** .

You insert Text Box by clicking open the **Insert** ribbon on the toolbar.

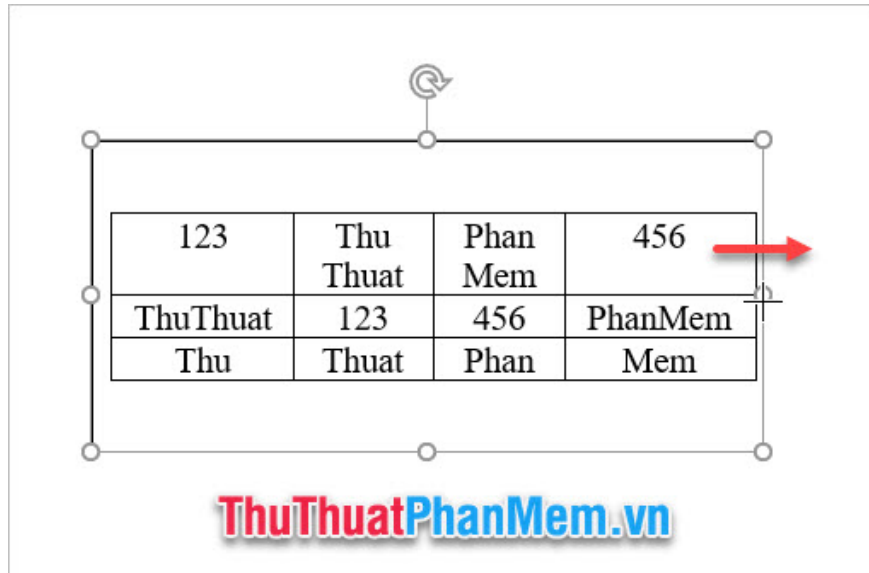
Next, click on the **Text Box** icon in the **Text** section of this ribbon.



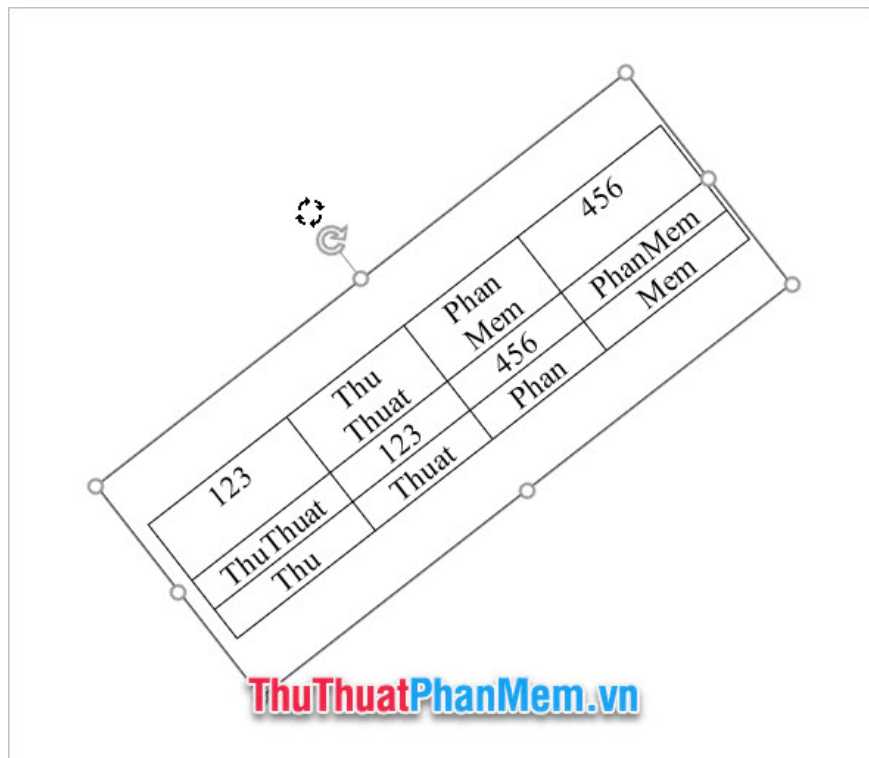
Next, **Copy** the data sheet and **Paste** it directly into the **Text Box** that you have just created.



The data sheet just pasted into the text box may not fit the length of the text box so you can customize the length or narrow width of the text box.



Next, you can rotate the text box at a 90-degree angle by hovering the mouse on the rotating arrow icon, clicking and moving so that the Text Box can rotate vertically out.



You will get a data table in the Textbox that has been rotated 90 degrees.

123	Thu Thuat	Phan Mem	456
ThuThuat	123	456	PhanMem
Thu	Thuat	Phan	Mem

123	Thu Thuat	Phan Mem	456
ThuThuat	123	456	PhanMem
Thu	Thuat	Phan	Mem

ThuThuatPhanMem.vn

Thank you for following our article [TipsMake.com](https://tipsmake.com) on How to rotate tables in Word. I wish you success in the ways we have guided above.

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