



#1 Excel tutorial on the net

Excel

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# Reverse List



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This article teaches you how to reverse a list in Excel. For example, we want to reverse the list in column A below.

1. Enter the value 1 into cell B1 and the value 2 into cell B2.
2. Select the range B1:B2, click the lower right corner of this range, and drag it down to cell B8.

	A	B	C	D	E	F	G	H	I
1	Excel	1							
2	Word	2							
3	Access	3							
4	Outlook	4							
5	PowerPoint	5							
6	OneNote	6							
7	Publisher	7							
8	Lync	8							
9									
10									

3. Click any number in the list in column B.

4. On the Data tab, click ZA.

Result. Not only the list in column B, but also the list in column A has been reversed.

## Chapter

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## Download Excel File

[reverse-list.xls](#)

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	A	B	C	D	E	F	G	H	I
1	Lync	8							
2	Publisher	7							
3	OneNote	6							
4	PowerPoint	5							
5	Outlook	4							
6	Access	3							
7	Word	2							
8	Excel	1							
9									
10									

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