



Module 27: Change Text To Proper Case

27.1 Change Text To Proper Case

To change the capitalisation of certain text, you can use a formula instead of wasting time deleting and retyping everything.

Proper case refers to capitalising the first letter in a string and any letters that follow are lower case, like you might want to do for a title or name.

To do this, first you have to create a column or row for the return value or information.

Then input the formula as follows: =PROPER(reference value)

This will change all of the text to proper case.

27.2 Video Instruction

Change Text To Proper Case - 1m 22s

27.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise Change Text To Proper Case using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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