# 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

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