CHANGING "TEXT" TO "Text" in MS EXCEL

It may be necessary to change text from all caps to just having the first letter be in caps. To do this, the following steps can be taken:

Step 1 – Have your MS Excel Workbook open.

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Step 2 - A column must be inserted next to the column with the data you wish to change from all CAPS. To do this, click on the column with the data you wish to change. While the column is selected, right click, select insert and another column will be inserted.

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Step 4 – While in the cell under you new header in your new column select the "=" on your formula tool bar.

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Step 5 – After clicking on the "=" sign the following will appear. The function needed is "PROPER". If this is not on your initial list click on More functions and you will be able to select it from there.

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Step 6 – Once PROPER is selected the following screen will appear. You will want to click on the Text define icon.

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Step 7 – With the Text select, you will then need to select the cell with the CAP you wish to change, then hit Enter on your keyboard.

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Step 8 – The following screen will appear again with the cell you selected populating the Text field. You will need to click "OK"

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Step 9 - Your data is now changed from "CROWLEY" to "Crowley".

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Step 10 - To change this for all the data in the original column you will need to click on the one cell you changed and drag it down your worksheet to affect all other cells.

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The final result is everything in your original column has been changed from all caps to proper.

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To change other columns start back at the beginning of the instructions and follow them through to the end.