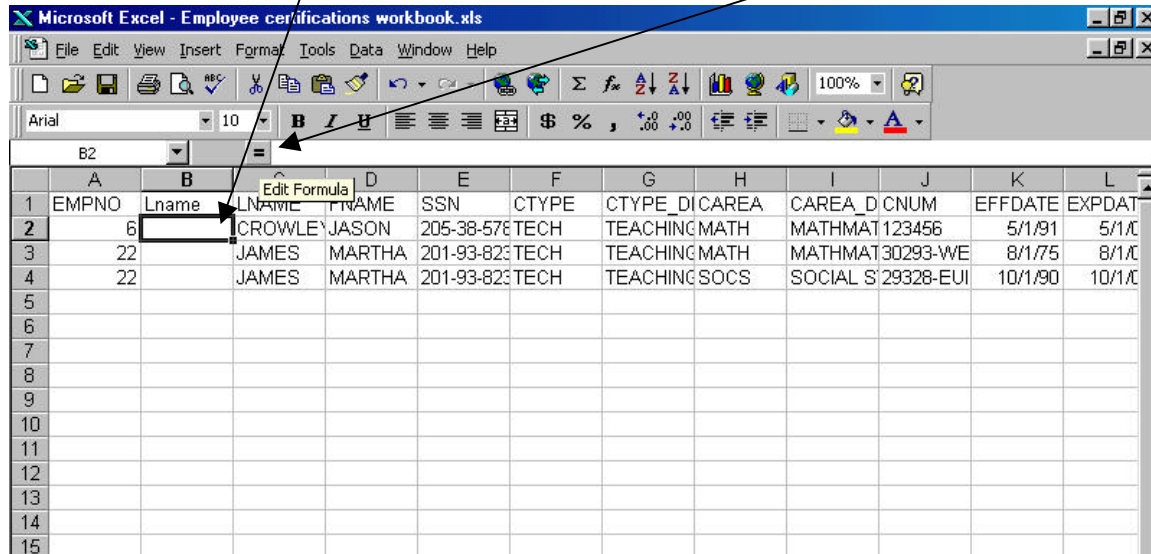
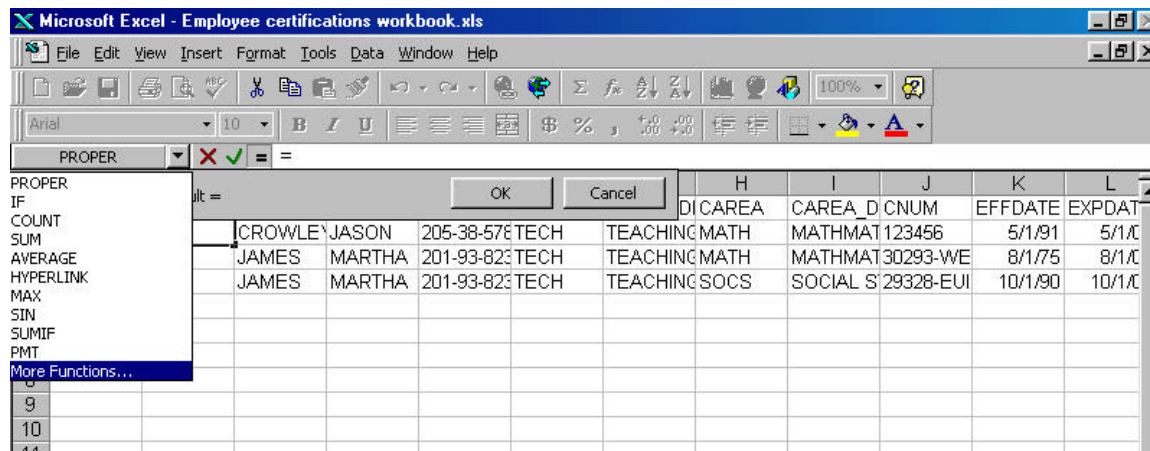


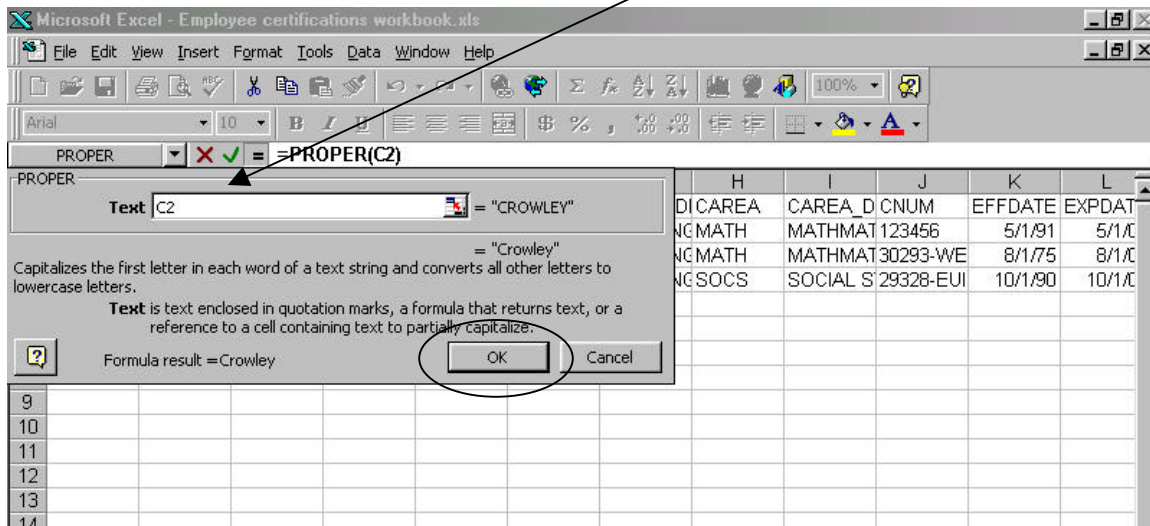
Step 4 – While in the cell under you new header in your new column select the “=” on your formula tool bar.



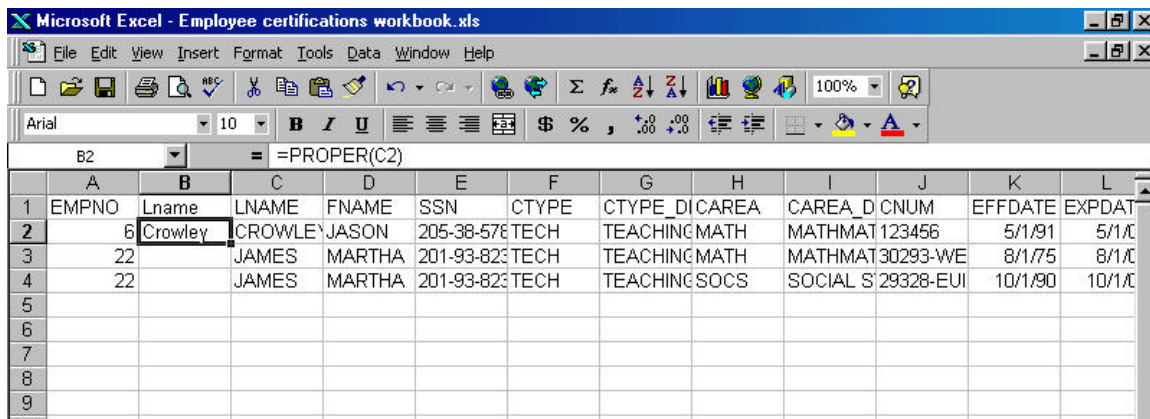
Step 5 – After clicking on the “=” sign the following will appear. The function needed is “PROPER”. If this is not on your initial list click on More functions and you will be able to select it from there.



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



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



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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Arial 10 B I U

B2 =PROPER(C2)

	A	B	C	D	E	F	G	H	I	J	K	L
1	EMPNO	Lname	LNAME	FNAME	SSN	CTYPE	CTYPE_DICAREA	CAREA_D_CNUM	EFFDATE	EXPDATE		
2	6	Crowley	CROWLEY	JASON	205-38-576	TECH	TEACHINGMATH	MATHMAT123456	5/1/91	5/1/91		
3	22	JAMES	JAMES	MARTHA	201-93-823	TECH	TEACHINGMATH	MATHMAT30293-WE	8/1/75	8/1/75		
4	22	JAMES	JAMES	MARTHA	201-93-823	TECH	TEACHINGSOCS	SOCIAL S 29328-EUI	10/1/90	10/1/90		
5												
6												
7												
8												
9												
10												

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

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File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

B2 =PROPER(C2)

	A	B	C	D	E	F	G	H	I	J	K	L
1	EMPNO	Lname	LNAME	FNAME	SSN	CTYPE	CTYPE_DICAREA	CAREA_D_CNUM	EFFDATE	EXPDATE		
2	6	Crowley	CROWLEY	JASON	205-38-576	TECH	TEACHINGMATH	MATHMAT123456	5/1/91	5/1/91		
3	22	James	JAMES	MARTHA	201-93-823	TECH	TEACHINGMATH	MATHMAT30293-WE	8/1/75	8/1/75		
4	22	James	JAMES	MARTHA	201-93-823	TECH	TEACHINGSOCS	SOCIAL S 29328-EUI	10/1/90	10/1/90		
5												

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