

Change text to upper, lower, or proper (normal) font

Office 2013 – Flash Fill

If you need to quickly change the text case to uppercase, lowercase, or proper (normal) case, you can use **Flash Fill** (new in Office 2013) instead of retyping all the text.

For example, column A has a list of names in lower case. Here's how you can change the names to proper case.

1. In cell B2 or the column next to your data, type the first and last name with the first letter in each name capitalized and press **Enter**.

	A	B
1	anna jones	Anna Jones
2	mark andrews	
3	kelly calhoun	
4	colleen ramirez	
5	angel almarida	

2. Press **Ctrl+E**, or click **Data > Flash Fill**.

	A	B
1	anna jones	Anna Jones
2	mark andrews	Mark Andrews
3	kelly calhoun	Kelly Calhoun
4	colleen ramirez	Colleen Ramirez
5	angel almarida	Angel Almarida

Flash Fill automatically fills in the rest of the names in column B, in the proper case.

NOTE: Flash Fill works best on consistent data and doesn't work on text that's mixed case/mistyped inconsistently like this:

	A
1	AnNa Jones
2	MARK ANDREWS
3	kelly CALHOUN
4	COLLeen ramirez
5	angel almarida

Use functions to change the case

- **PROPER** function – capitalizes the first letter in each word.
=PROPER(A2) (Sara Davis)
- **UPPER** function – changes text to all uppercase.
=UPPER(A2) (SARA DAVIS)
- **LOWER** function – changes text to all lowercase.
=LOWER(A2) (sara davis)

Change text to proper case with the PROPER function

1. To change Annik's name to proper case, select cell B1. Type **=PROPER(A1)**, and press **Enter**.

	A	B
1	AnNa Jones	=proper(A1)
2	MARK ANDREWS	
3	kelly CALHOUN	
4	COLLeen ramirez	
5	angel almarida	
6		

	A	B
1	AnNa Jones	Anna Jones
2	MARK ANDREWS	
3	kelly CALHOUN	
4	COLLeen ramirez	
5	angel almarida	
6		

2. To copy the formula down through cell B5, double-click the dark square (the fill handle) in the lower-right corner of cell B1.

The names in column B are now all in proper case.

	A	B
1	AnNa Jones	Anna Jones
2	MARK ANDREWS	Mark Andrews
3	kelly CALHOUN	Kelly Calhoun
4	COLLeen ramirez	Colleen Ramirez
5	angel almarida	Angel Almarida
6		

B1		fx
	A	B
1	AnNa Jones	ANNA JONES
2	MARK ANDREWS	MARK ANDREWS
3	kelly CALHOUN	KELLY CALHOUN
4	COLLeen ramirez	COLLEEN RAMIREZ
5	angel almarida	ANGEL ALMARIDA

B1		fx
	Name Box	B
1	AnNa Jones	anna jones
2	MARK ANDREWS	mark andrews
3	kelly CALHOUN	kelly calhoun
4	COLLeen ramirez	colleen ramirez
5	angel almarida	angel almarida

IMPORTANT - ONE MORE STEP!

Make the new data “real”

The data in the new column is dependent on the column of data from which it was created – and the formula. To make it “real” data and usable and stable (i.e. standalone, not going to change if other data changes), you need to take one more step.

Two options:

- A. Copy and paste the new VALUES created by the formula on top of the column of old original data, then delete the “working” column (the one with the formula that you used to create the corrected data).

OR

- B. Copy and paste the new VALUES created by the formula right on top of itself in the new “working” column, then delete the original column of data.

Here's how to copy the values and clean up your worksheet:

1. Copy the names in column B by dragging down the column and pressing **CTRL+C** or **right-click** on the B column header and select **Copy** or **CTRL+C**.
2. Right-click cell A1 or the “A” column header.
3. Click **Paste Options > 123 (Values) > OK** to paste the names in column A.
4. Right-click the header on column B.
5. Select **Delete > Entire Column > OK**.

