## **Change text case**

Capitalize all letters with UPPER

• =UPPER(A1)

Change all letters to lowercase with LOWER

• =LOWER(A1)

Capitalize every word with PROPER

• =**PROPER**(A1)



Spreadsheet Class

Spreadsheet Class



Make all of the letters in this cell, lowercase

Spreadsheet Class



Capitalize the first letter of every word in this cell

Spreadsheet Class

Spreadsheet Class