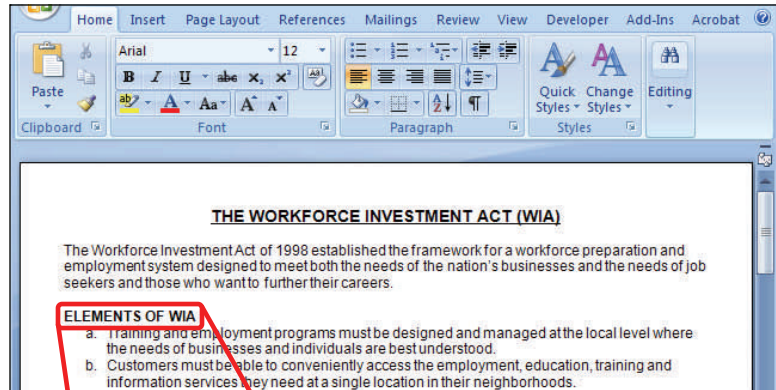


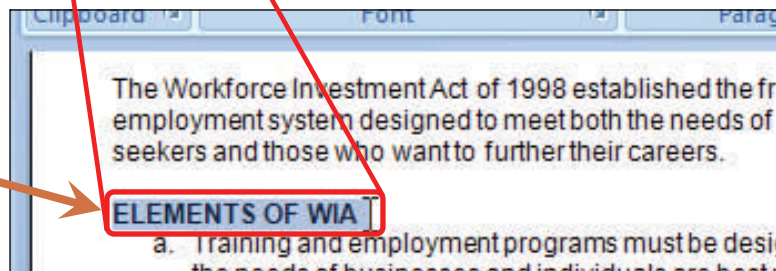
Change the Case of Existing Text, Part 1

This short guide will show how to switch between lower-case and upper-case in existing text. You will also learn how to capitalize just the first letter of each word in selected text. This is a great time saver over deleting / rewriting when you've made a text case mistake.

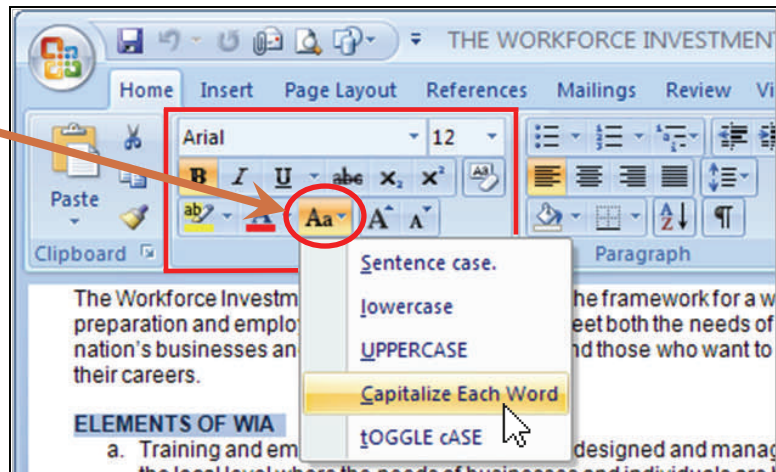
1.) My first step is to open up Word and the document where I want to make the changes.



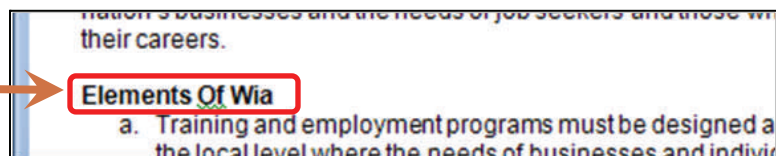
2.) I select the text I want to change the case of by clicking on my mouse and dragging my cursor over the text.



3.) In the **Home** tab, in the **Font** group, I click the **Change Case** icon; then, in the menu box which opens, I click on the capitalization option that I want.



4.) The selected text will change to the format I've chosen.



(**Note:** the use of this particular option may require an additional correction to the text when, as here, it results in only the initial letter of an acronym being capitalized.)