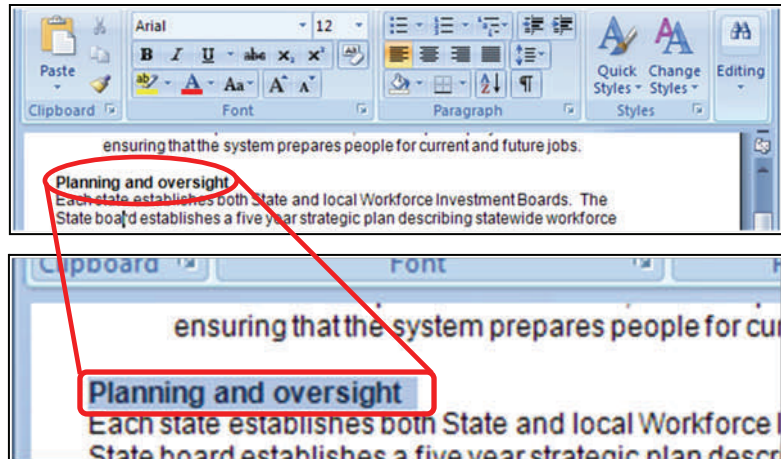


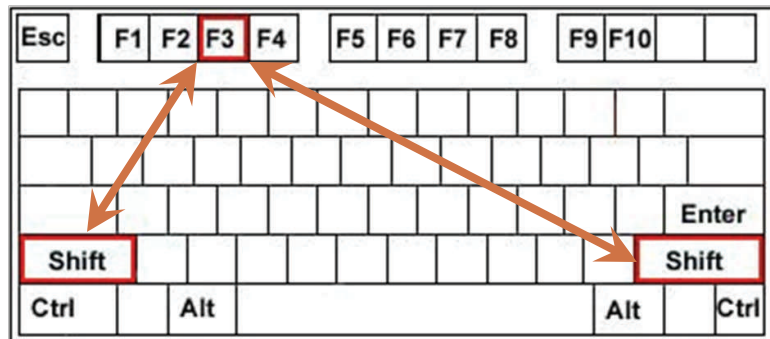
Change the Case of Existing Text, Part 2

In **Part 1**, we showed you how to change from lower-case to upper-case and vice-versa on **existing** text, using icons and commands on the Word Ribbon. In this guide, we'll show you some keyboard shortcuts to accomplish many of the same things.

1.) As before, the first thing I do is open my Word document, then select the wording I wish to change by dragging my cursor over the text.



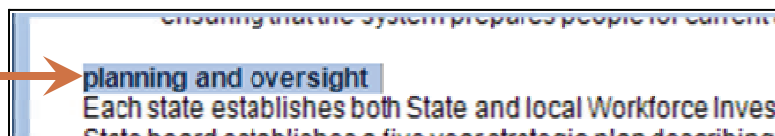
2.) I then press the Shift key and the F3 key simultaneously to make the change (**Shift + F3**) (using whichever combination is most comfortable).



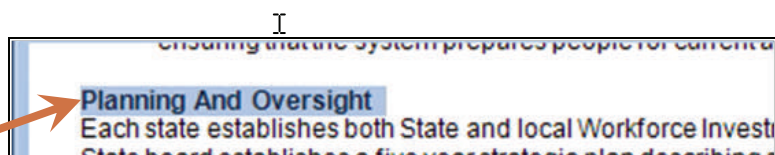
3.) When I press **Shift + F3** just once, that action changes the text to all upper case.



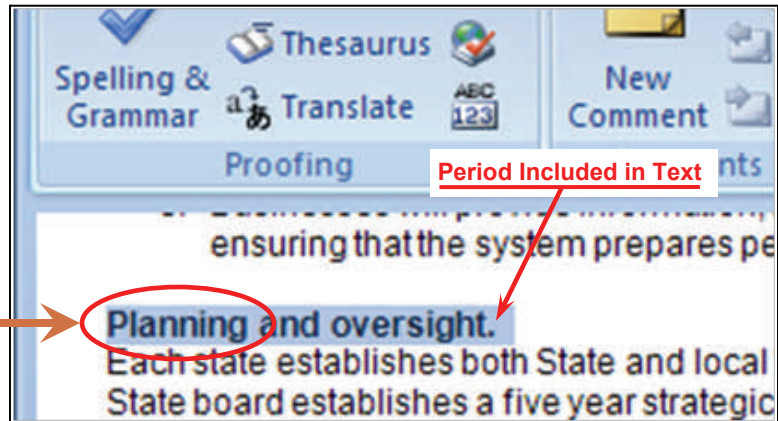
4.) If I press **Shift + F3** again, it changes the text to lower case.



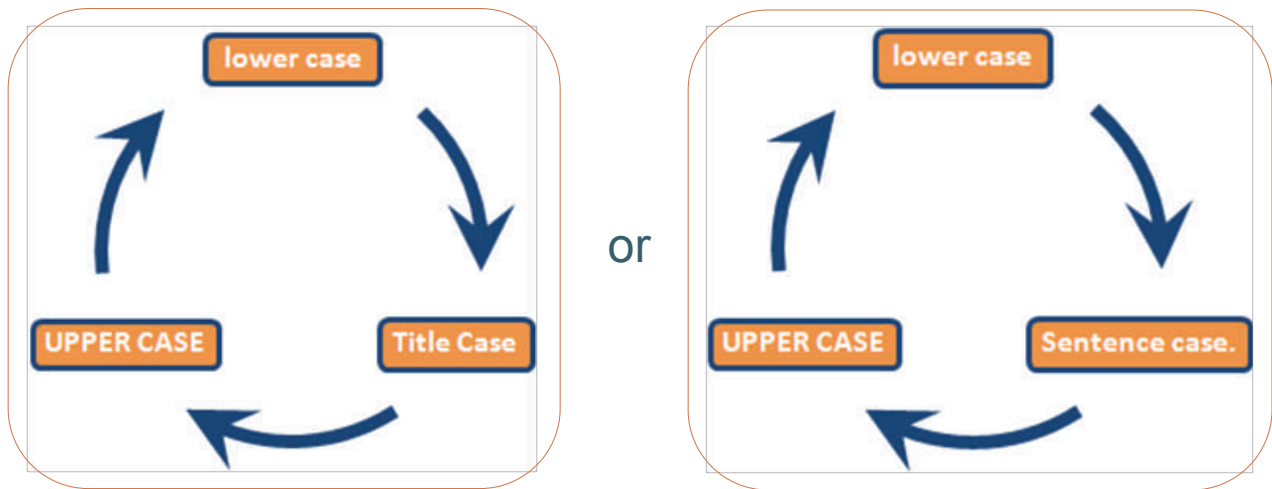
5.) If I press **Shift + F3** just once more, then only the first letter of each word is in upper case.



6.) If the initial text selection includes a terminal punctuation mark (period, question or exclamation mark), then the result the third time I press **Shift + F3** will be text in "Sentence Case", with *only the first word* being capitalized.



7.) If I repeatedly press **Shift + F3**, the result will be a continuation of one of the following cycles (depending on whether terminal punctuation is included):



Note #1: If the selected text has a combination of upper and lower case letters, the 1st **Shift + F3** action will always generate UPPER CASE results, as noted in 3. above. *However*, if the selection already represents – *exactly* – either all UPPER CASE or all lower case letters, then the first time I press **Shift + F3**, I'll go to the *next* state shown in the diagrams above. For example, if my selected text is all in capital letters, then I'm already "in the loop" – in the lower left corner – before I even press **Shift + F3** the first time! So, when I do, I'll move one step clockwise, and the text will change to all lower case characters on the very first use of **Shift + F3**.

Note #2: Since these keyboard shortcuts affect the *entire text* you select in a uniform manner, you may inadvertently change some element of that text in a way you didn't intend. So, be sure to always check your final results for proper capitalization of special instances such as acronyms, proper nouns, e-mail addresses, etc.