

# Convert lowercase to uppercase in Word, Excel

If you need to convert a paragraph of text from lowercase to uppercase. Instead of having to delete and press Caps Lock or hold Shift to re-enter the text, you also have different ways to convert lowercase to uppercase quickly. Here are instructions

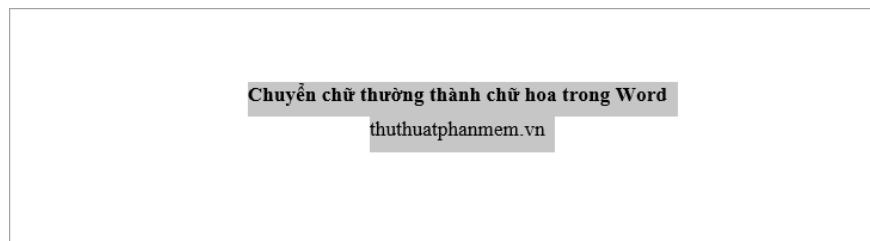
When you have finished editing the text and content, in the process of editing Word and Excel, you need to convert a piece of text from lowercase to uppercase. Instead of having to delete and press **Caps Lock** or hold **Shift** to re-enter the text, you also have different ways to convert lowercase to uppercase quickly. Below is a detailed guide on how to convert lowercase to uppercase in Word, Excel, please refer.



## Turn lowercase to uppercase in Word

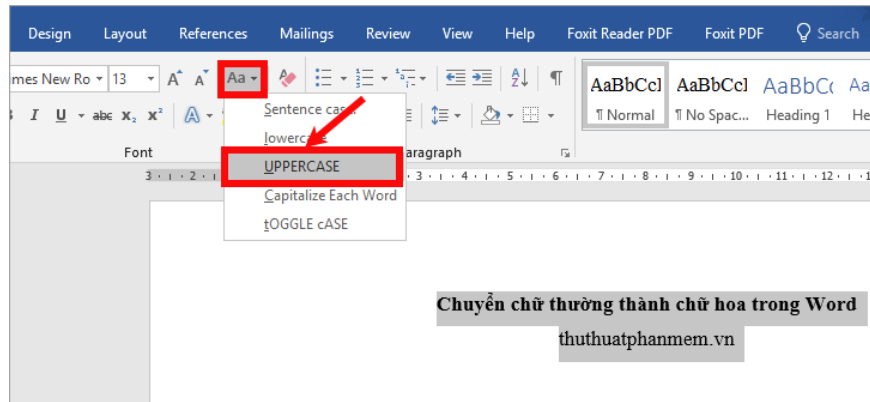
### Method 1: Move directly on Word with the available functions

**Step 1** : Highlight the text you want to capitalize.



**Step 2** : Select the **Home** tab -> **Aa icon** -> **U PPERCASE** (or you press **Ctrl + Shift + A**) to change to uppercase. Here you can also convert the selected text into different types:

1. **Sentence case** : capitalize the first letter of each sentence.
2. **lowercase** : lowercase all letters.
3. **Capitalize Each Word** : capitalize the first letter of each word.
4. **tGOOGLE cASE** : lowercase the first letter of each word, the following letters of the word capitalize.



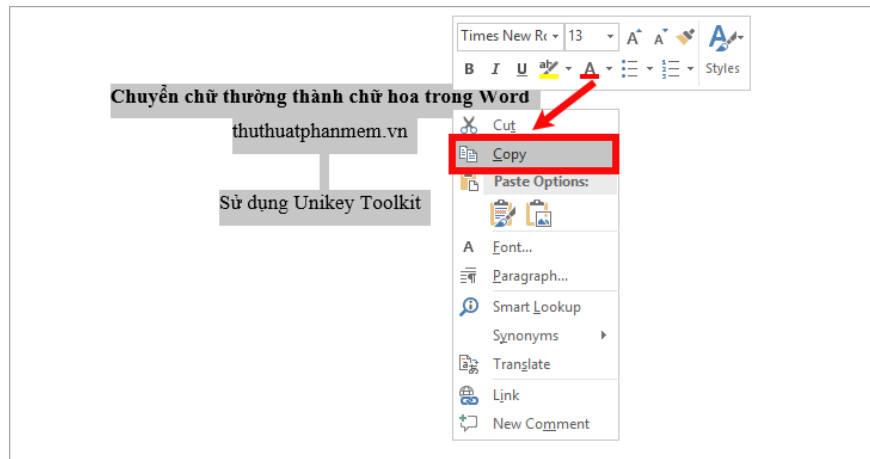
*Note: You can also highlight the text to capitalize and press **SHIFT + F3** until you get the capital letters as you want.*

Your results will be:

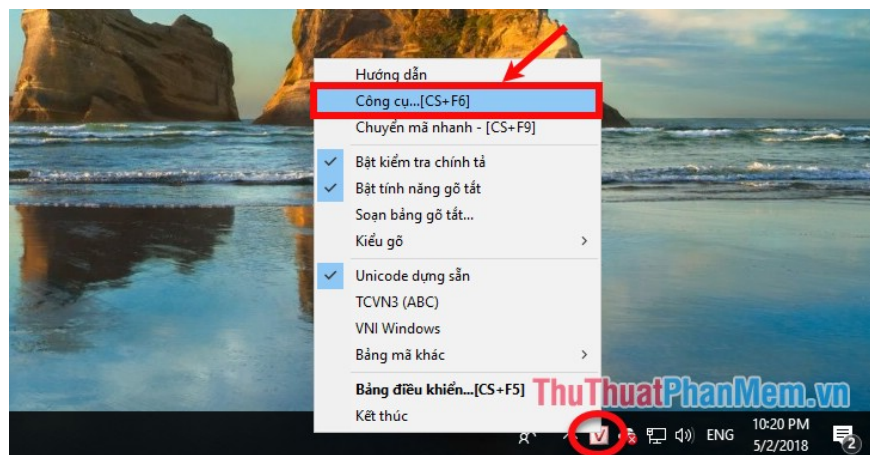


## **Method 2: Use the Unikey software**

**Step 1** : Highlight the text you want to convert to uppercase and right-click and select **Copy** .



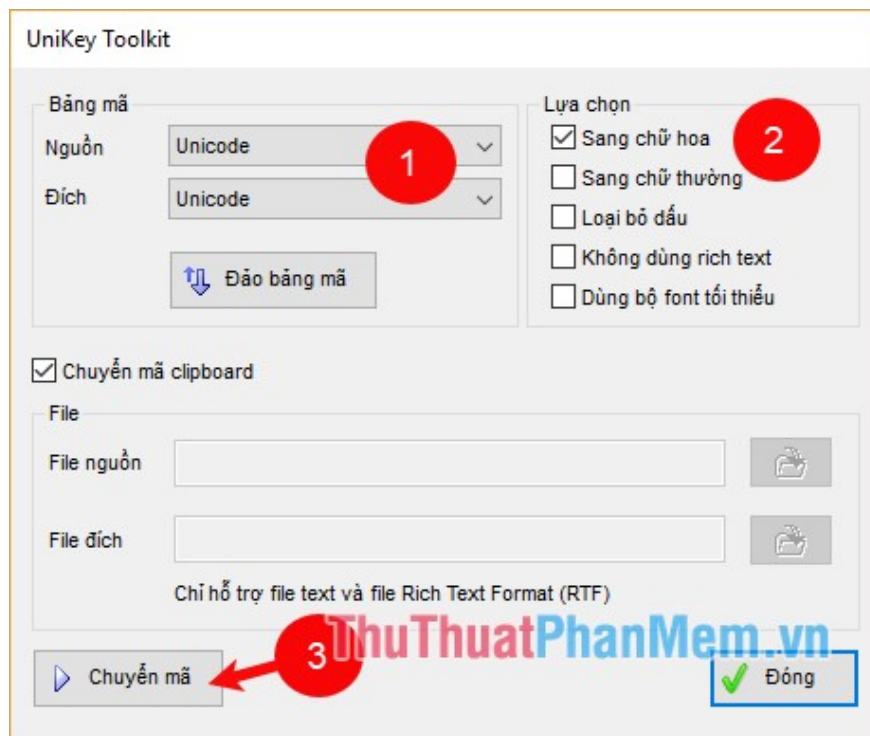
**Step 2** : Right-click the Unikey icon under the system tray -> **Tools . [CS + F6]** or you press **Ctrl + Shift + F6** to open the **Unikey Toolkit** dialog box .



**Step 3** : Here you customize as follows:

1. In the charset, choose **Source** and **Destination** as **Unicode (1)**.
2. In the **Selection** section , select **To uppercase (2)**.

Then click **Transcode (3)**, a successful message appears, select **OK** .



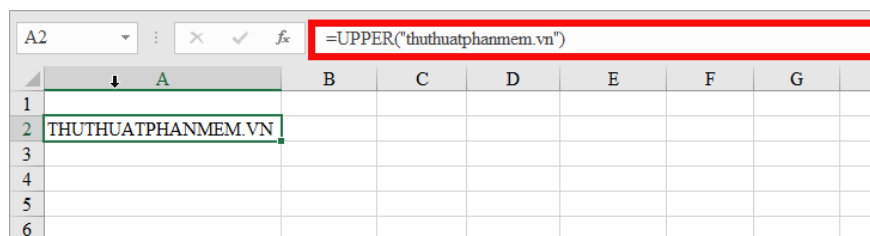
**Step 4** : Open Word document again, right-click and select **Paste** ( **Ctrl + V** combination ), you will get uppercase text.



## Convert lowercase to uppercase in Excel

Use the **UPPER** function to convert to uppercase, for example:

= **UPPER** ('TipsMake.vn') the result will be **THUTHUATPHANMEM.VN**



For example, you have the customer information table, you want to convert all the content in the **Last Name box** to uppercase.

**Step 1:** Add a temporary column to contain the First Name and the Name you want to convert to uppercase.

	A	B	C	D
1	Họ và tên		Giới tính	Năm sinh
2	Nguyễn Lan Anh		Nữ	1995
3	Đinh Thị Bình		Nữ	1995
4	Nguyễn Đình Cường		Nam	1995
5	Vũ Thị Châm		Nữ	1995
6	Lại Thùy Dương		Nữ	1995
7	Nguyễn Thị Minh Duyên		Nữ	1995
8	Hoàng Minh Đức		Nam	1995
9	Phạm Đức Hương		Nam	1995
10				
11				

**Step 2:** You use the function: = **UPPER** () to convert text to uppercase.

Also you can use the function = **PROPER** () to capitalize the first letter of the word, function = **LOWER** () to convert to lowercase)

In this example, you enter the function = **UPPER** (A2) in the first cell in the temporary column.

	A	B	C	D
1	Họ và tên		Giới tính	Năm sinh
2	Nguyễn Lan Anh	=UPPER(A2)	Nữ	1995
3	Đinh Thị Bình	UPPER(text)	Nữ	1995
4	Nguyễn Đình Cường		Nam	1995
5	Vũ Thị Châm		Nữ	1995
6	Lại Thùy Dương		Nữ	1995
7	Nguyễn Thị Minh Duyên		Nữ	1995
8	Hoàng Minh Đức		Nam	1995
9	Phạm Đức Hương		Nam	1995
10				
11				

**Step 3 :** Place the cursor in the lower right corner of the cell containing the **UPPER** function , a cursor appears in the + sign and you press and hold the mouse button to drag down the lower cells to copy the formula.

	A	B	C	D
1	Họ và tên		Giới tính	Năm sinh
2	Nguyễn Lan Anh	NGUYỄN LAN ANH	Nữ	1995
3	Đinh Thị Bình		Nữ	1995
4	Nguyễn Đình Cường		Nam	1995
5	Vũ Thị Châm		Nữ	1995
6	Lại Thùy Dương		Nữ	1995
7	Nguyễn Thị Minh Duyên		Nữ	1995
8	Hoàng Minh Đức		Nam	1995
9	Phạm Đức Hương		Nam	1995
10				
11				

Your results will be all cells are converted to uppercase, to convert to another style you do the same.

	A	B	C	D
1	Họ và tên		Giới tính	Năm sinh
2	Nguyễn Lan Anh	NGUYỄN LAN ANH	Nữ	1995
3	Đinh Thị Bình	ĐINH THỊ BÌNH	Nữ	1995
4	Nguyễn Đình Cường	NGUYỄN ĐÌNH CƯỜNG	Nam	1995
5	Vũ Thị Châm	VŨ THỊ CHÂM	Nữ	1995
6	Lại Thùy Dương	LẠI THÙY DƯƠNG	Nữ	1995
7	Nguyễn Thị Minh Duyên	NGUYỄN THỊ MINH DUYÊN	Nữ	1995
8	Hoàng Minh Đức	HOÀNG MINH ĐỨC	Nam	1995
9	Phạm Đức Hương	PHẠM ĐỨC HƯƠNG	Nam	1995
10				
11				

Hope this article will help you, wish you success!

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