

How to change lowercase letters, uppercase letters, uppercase first letter in Word

How to change lowercase letters, uppercase letters, uppercase first letter in Word. In normal text editing you will use Caps Lock and Shift keys to capitalize. In addition to that, there are also a number of ways to format uppercase and lowercase letters a lot faster, help you

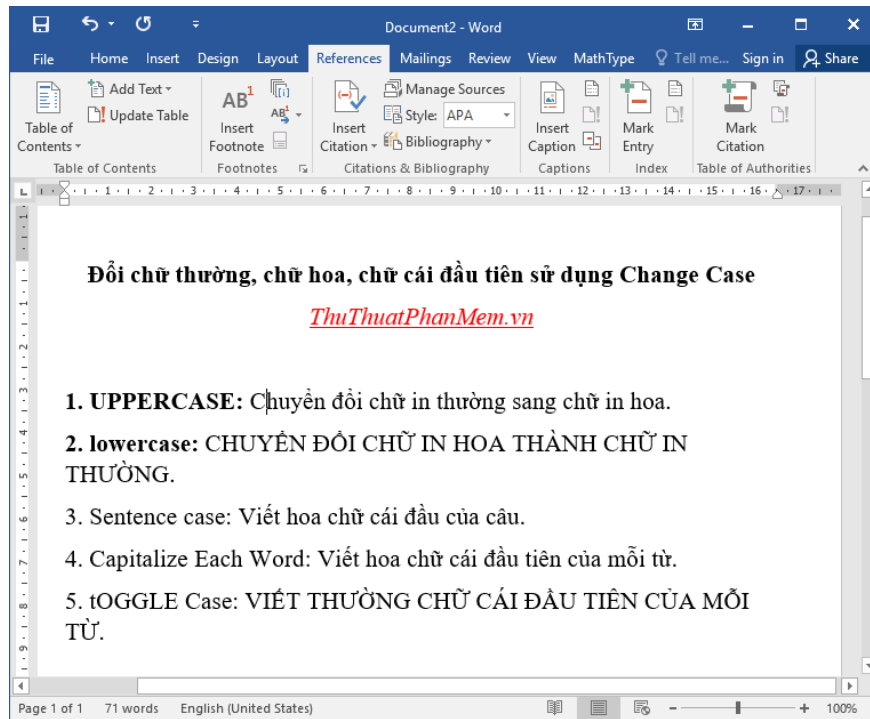
In normal text editing you will use Caps Lock and Shift keys to capitalize. In addition to that, there are also some ways to format uppercase and lowercase letters a lot faster, saving you time processing word documents.

There are two ways to convert lowercase to uppercase quickly: use the **Change Case** feature right in Word, and the second way on **Unikey**.

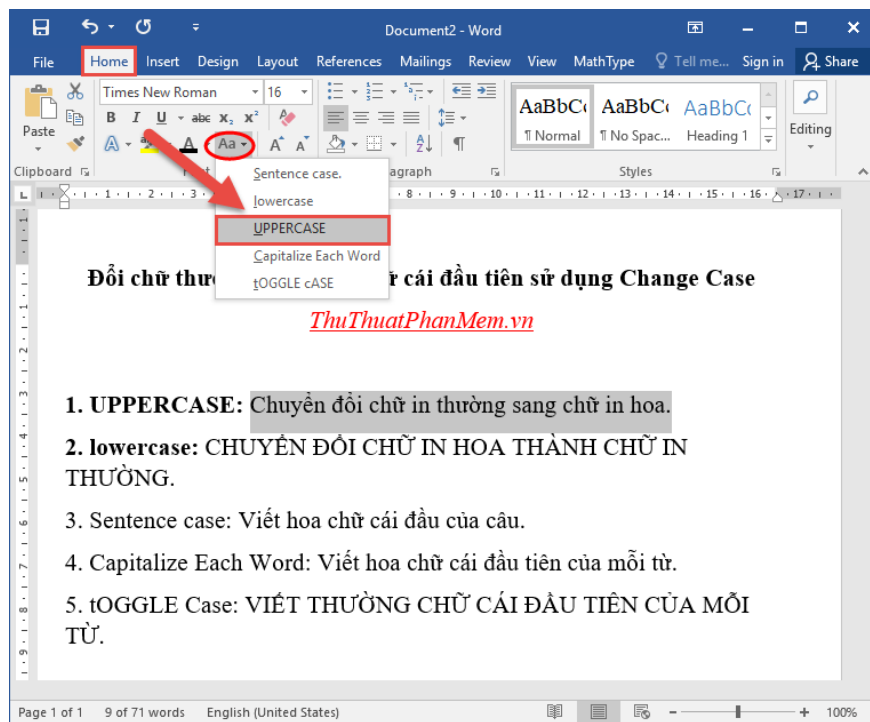
Option 1: Change case, using the Change Case feature in Word.

With the **Change Case** feature in Word, you can do the following conversion:

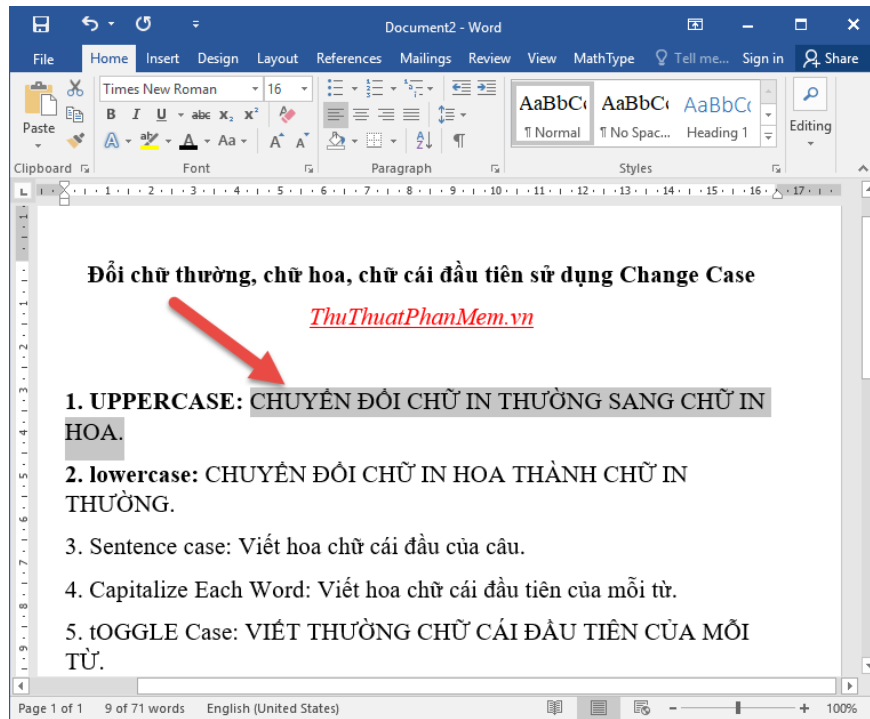
- **UPPERCASE** : Change capital letters to lowercase.
- **lowercase**: Change case to uppercase.
- **Sentence case**: Capitalize the first letter of a sentence.
- **Capitalize Each Word**: Capitalize the first letter of each word.
- **tOGGLE Case**: **Lowercase** the first letter of each word



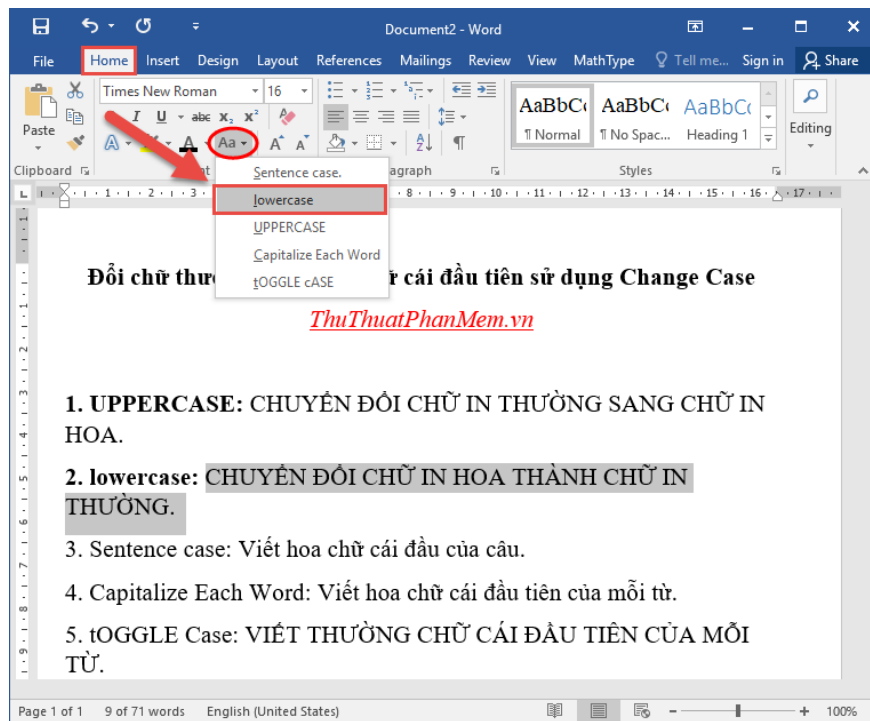
Convert lowercase to uppercase: Select the text you want to convert -> to the **Home** tab -> click the **Change Case** icon -> **UPPERCASE**:



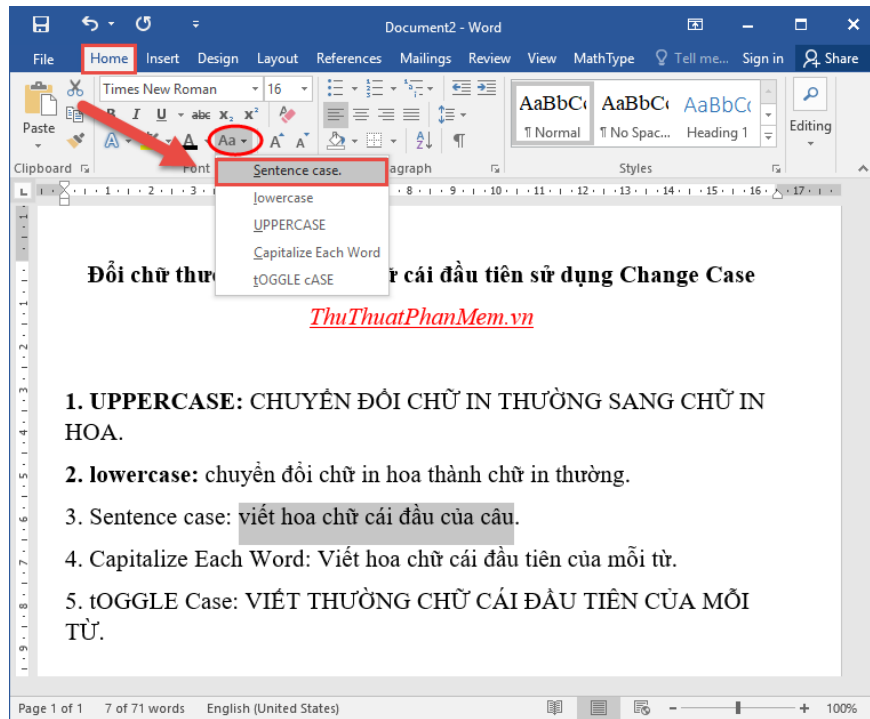
The result you have converted lowercase to uppercase:



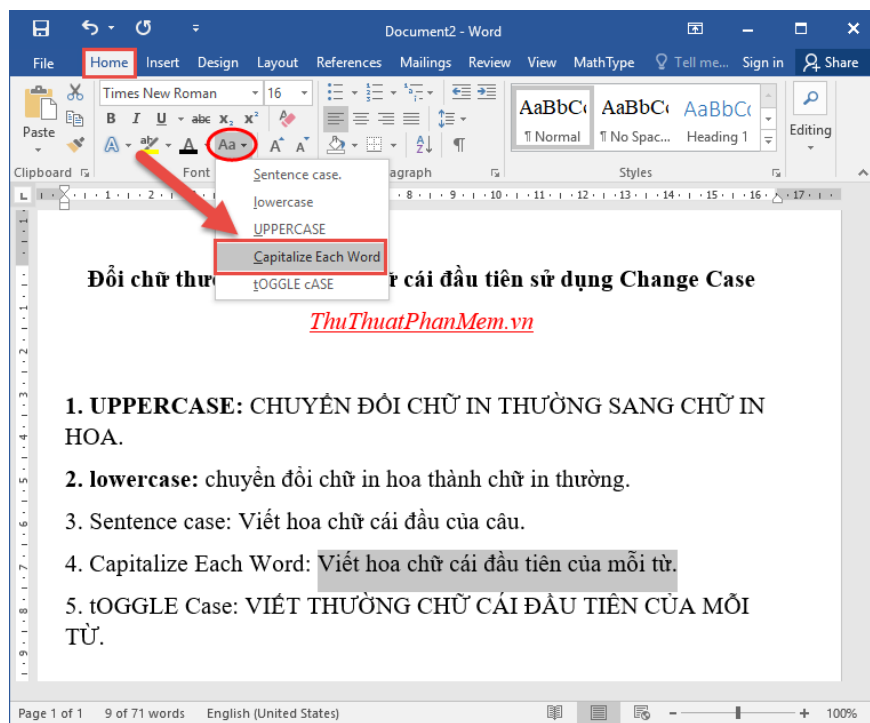
Similarly, when you want to convert uppercase to lowercase, select the **lower case** :



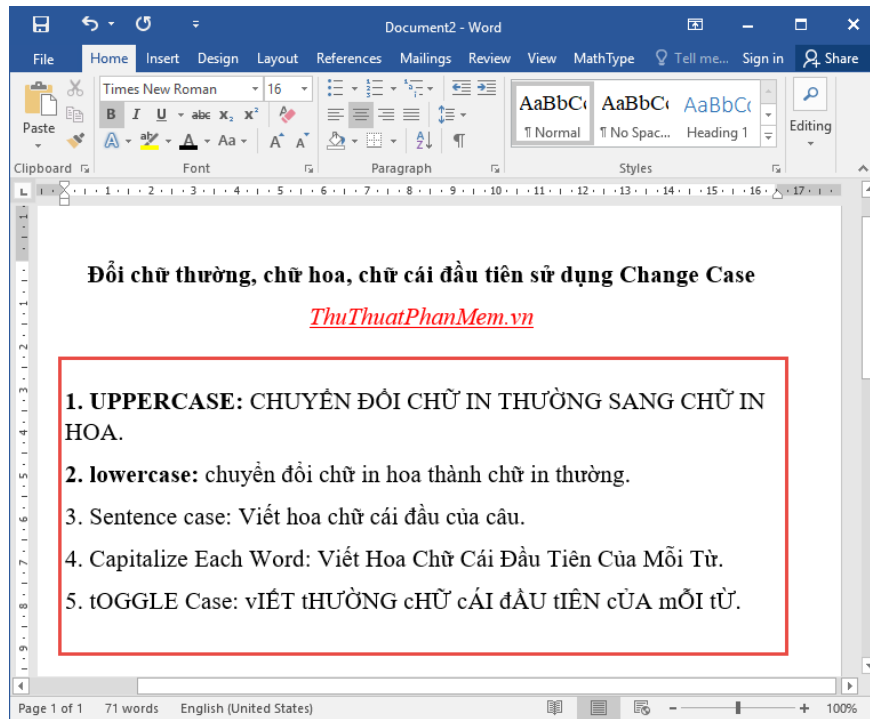
To capitalize the first letter of a sentence, select **Sentence case**:



Capitalize the first letter of each word and choose **Capitalize Each Word**:



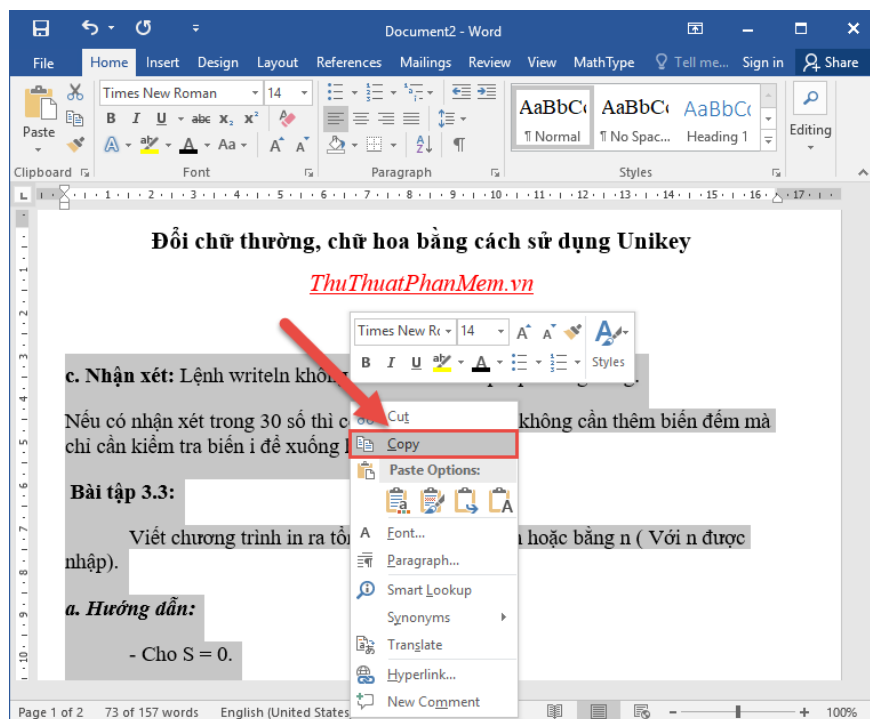
For lower case first letter of each capitalized word click on tOGGLE Case. Results corresponding to each feature on **Change Case**:



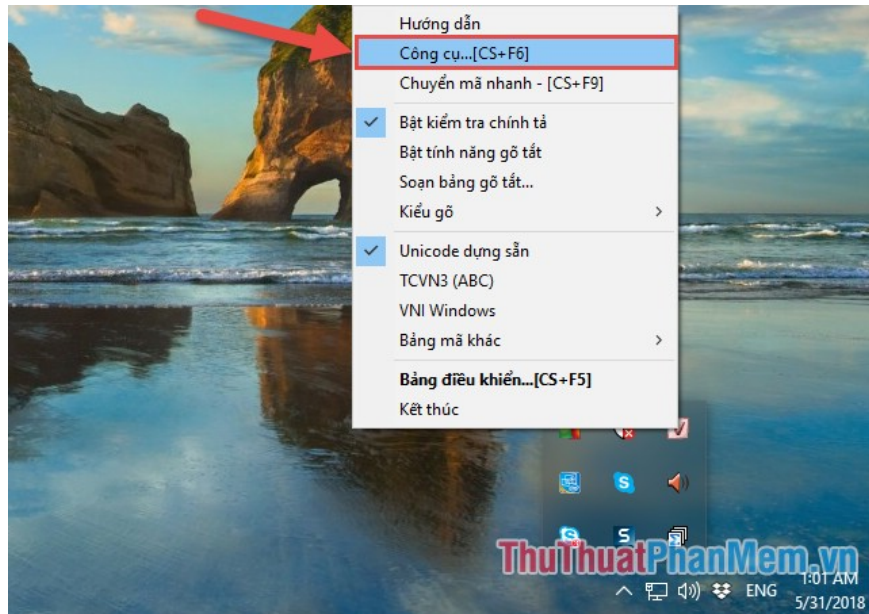
Method 2: Change lowercase and uppercase letters on Unikey

With **Unikey** you can convert lowercase letters to uppercase and vice versa quickly.

Step 1: Copy the text content to convert to uppercase:



Step 2: Right-click the **Unikey** icon in the lower corner of the screen, select **Tools** or press **Ctrl + Shift + F6**:

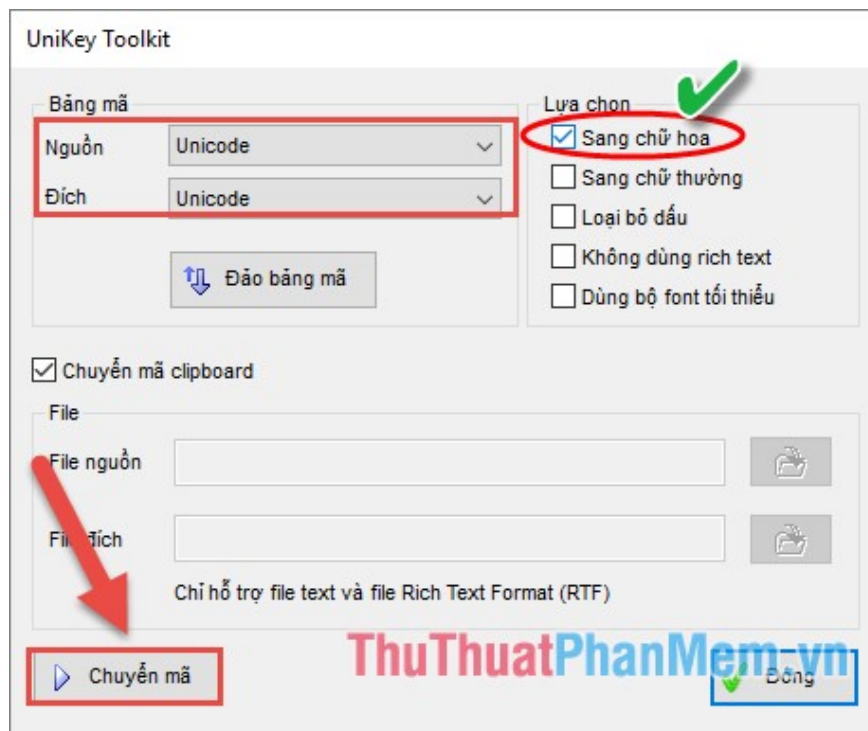


Step 3: The dialog box appears to choose as follows:

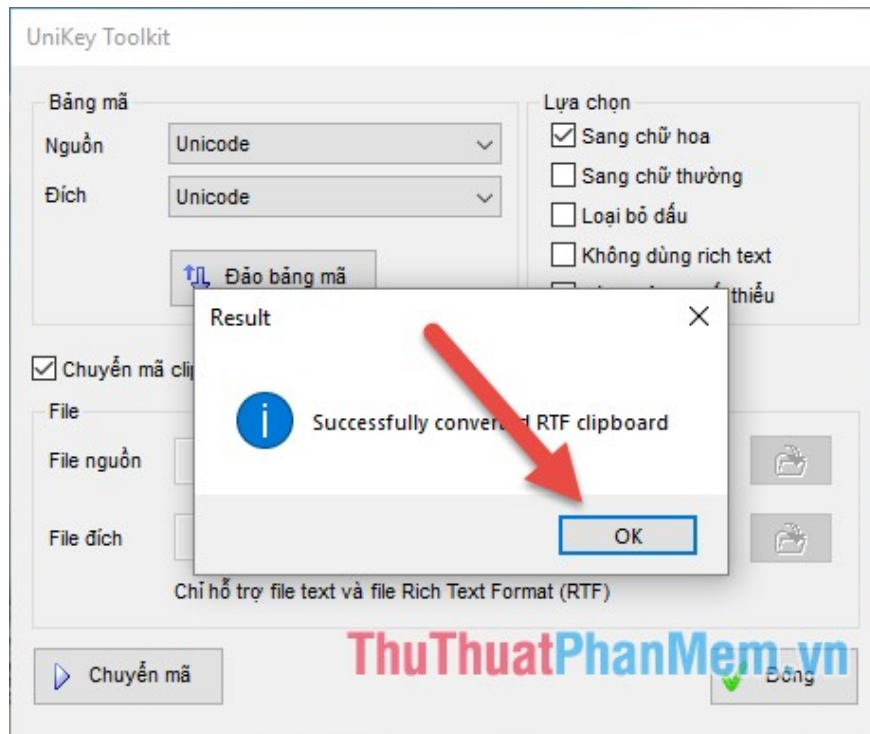
- Encoding section: The font you are using belongs to which encoding you keep intact, your target is in the source code table if you do not want to convert. For example, the source text is using the font Time New Roman -> uses Unicode so the source and destination are Unicode.

- In the **Select** an area check box to **Uppercase** to convert lowercase to uppercase

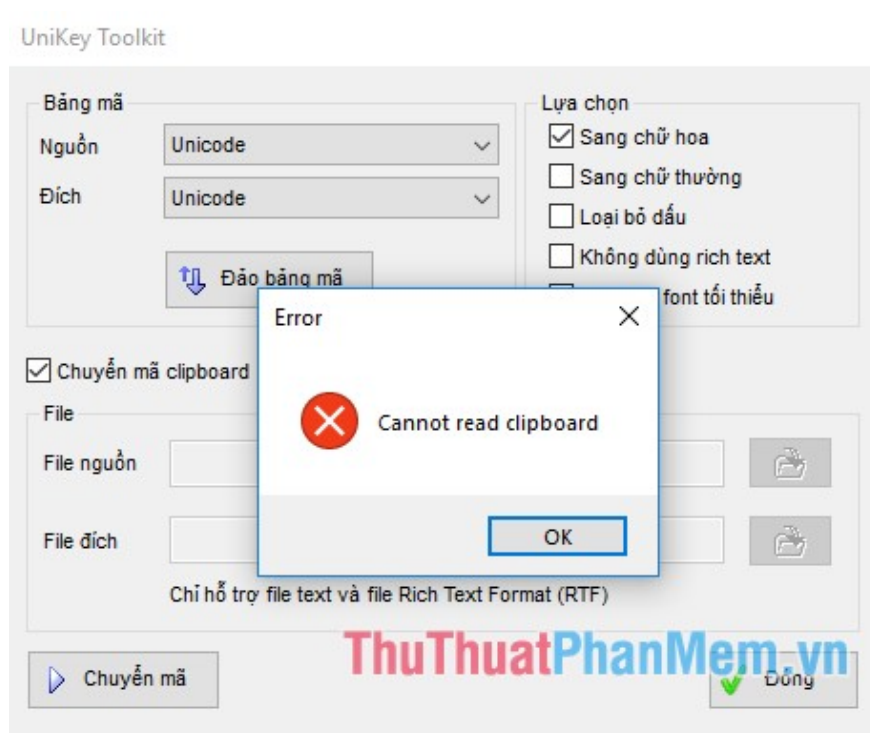
Next, click **Transcode**:



Step 4: Dialog box for successful transcoding, click **OK**:

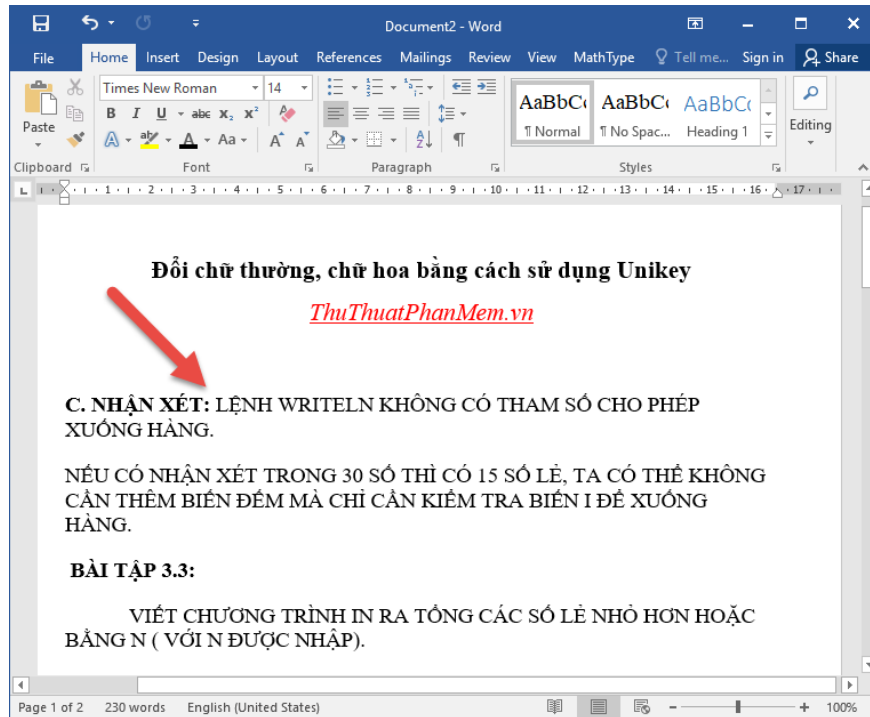


In case you have not copied the content of the text to be converted, an error message appears:

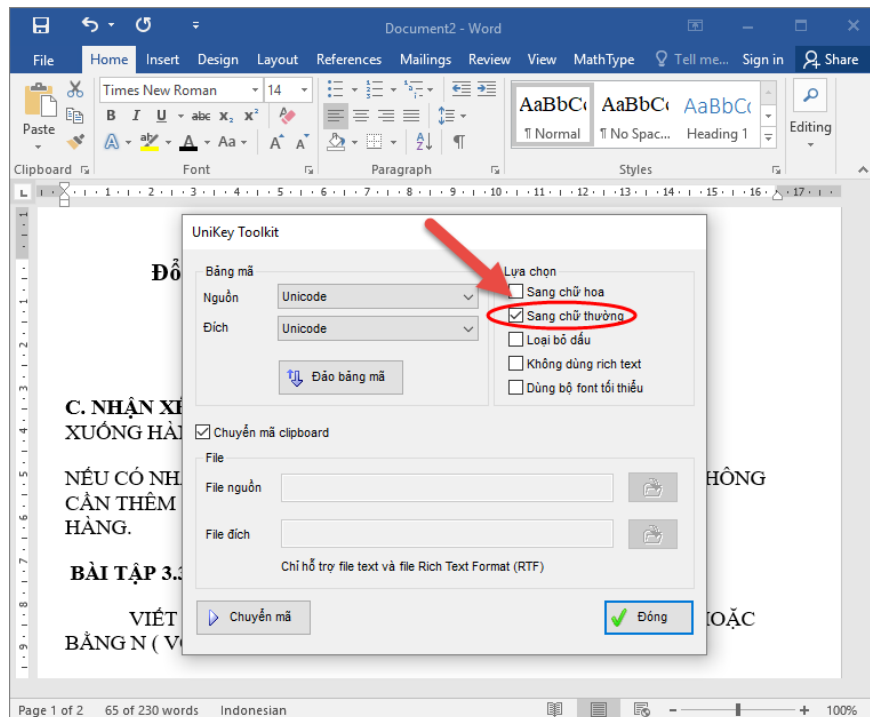


Click **OK** and perform the operation again from step 1.

Step 5: After successfully converting back to your text file, pasting the text content onto the original results:



Similarly, when you want to convert uppercase to lowercase, select the case in the **Lower case** and perform the same steps when switching to uppercase:



Above is the share on how to change the lowercase letters, uppercase letters, uppercase first letter in Word. Hope to help you save time editing text. Good luck!

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regularly.
