

How to convert lowercase letters to uppercase and vice versa on Word

Unikey is a tool to support Vietnamese typing on a computer with many features such as converting lowercase letters to uppercase letters and vice versa, without font errors.

Unikey is a tool that supports Vietnamese popular typing now when using Word, with useful features such as transcoding fonts, converting unsigned text, or switching from lower case to upper and lower case on Word again.

Capitalizing on a computer with a Word tool or other content import program is extremely familiar to users. You can press the Shift key and type or enable the Caps lock key to capitalize. However, there will be cases where you need to move the entire paragraph from lowercase to uppercase, or vice versa.

There are many ways to convert lowercase letters to uppercase letters and vice versa it is Shift + F3 or Ctrl + Shift + A. But many users reflect that when using this method, the vowel words If the accent will fail, it will not switch to capital letters. Therefore, if you want to convert lowercase letters to uppercase or vice versa, you will use Unikey without font errors such as shortcuts.

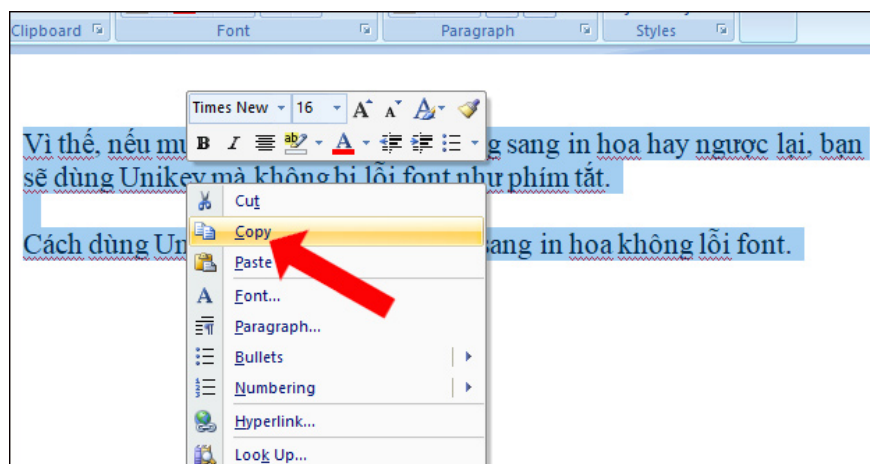
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How to use Unikey to change uppercase letters without font errors

1. Download Unikey for the computer

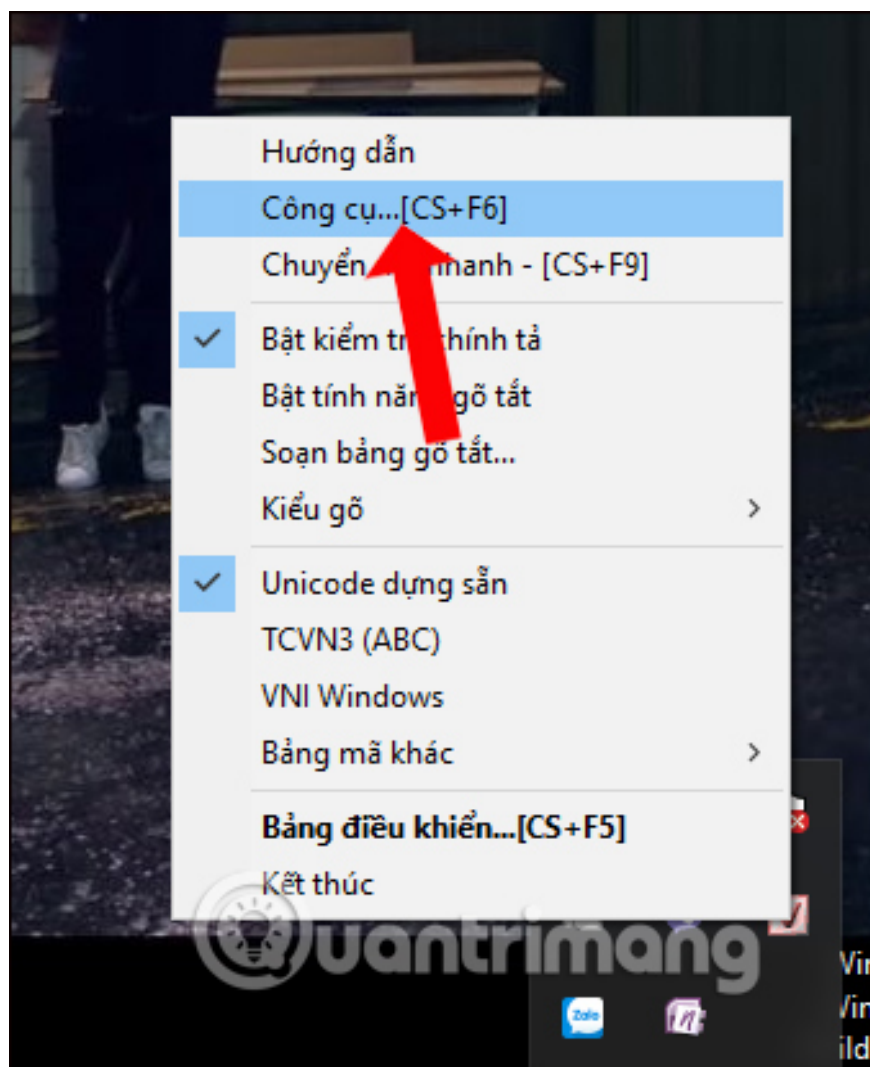
Step 1:

First we highlight the text that we want to convert to a lowercase letter, right-click and click **Copy** .



Step 2:

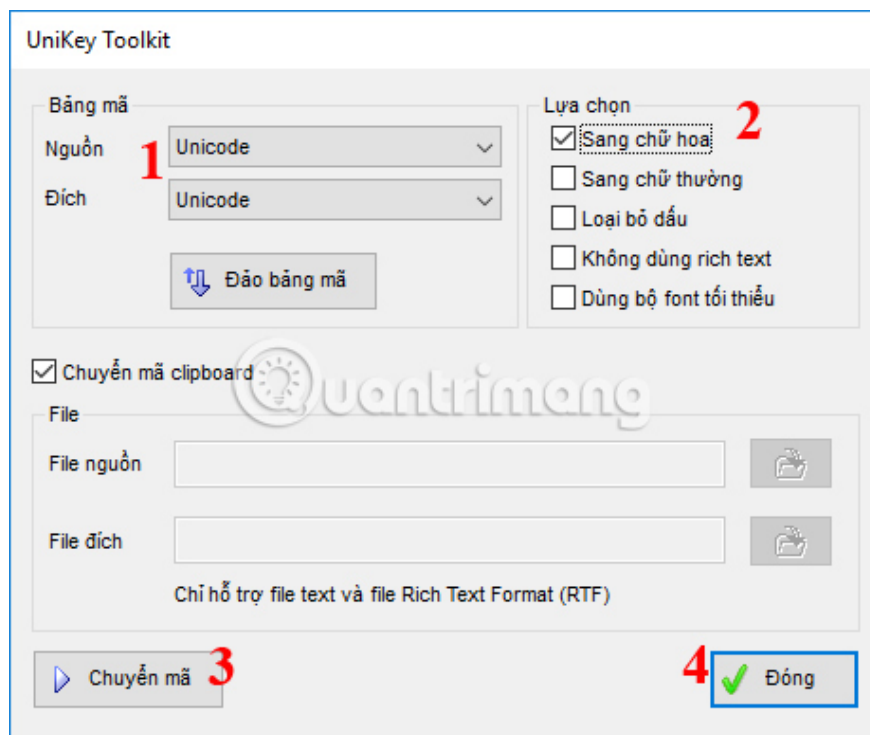
Right-click the Unikey icon in the system tray and select **Tools** .



Step 3:

In the Unikey Toolkit dialog interface you will need to customize items to convert lowercase letters to uppercase on Word. The Code Table section at **Source** you click on Unicode, Destination also changes to **Unicode** .

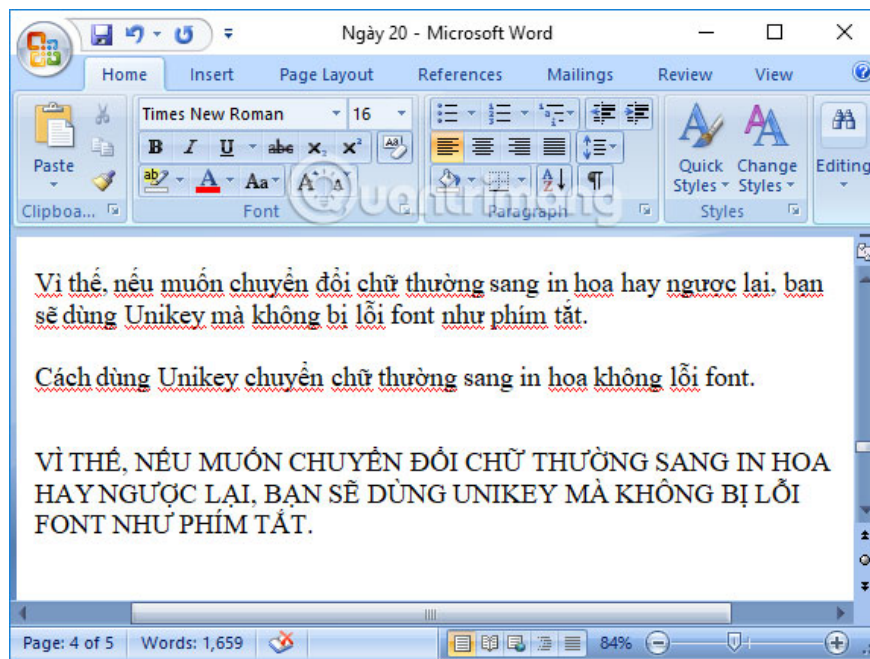
Select the section to select the **uppercase** option to convert the selected paragraph. Finally click the **Transcode** button and then click the **Close** button. You will immediately see a successful conversion message.



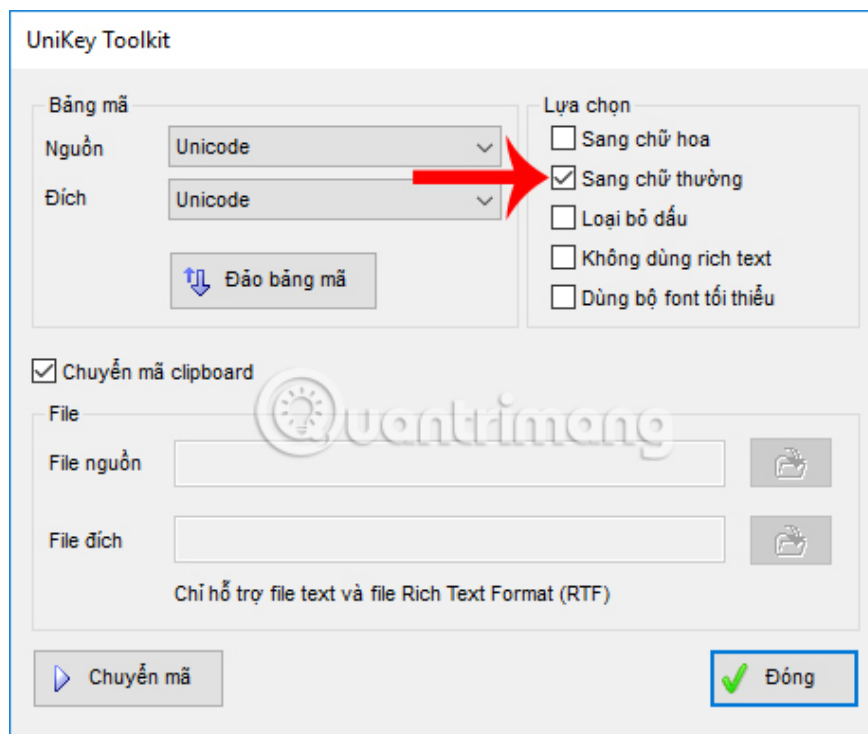
Step 4:

So the word has been converted. Click at the location where you want to place the uppercase text and **click Paste** , or press Ctrl + V.

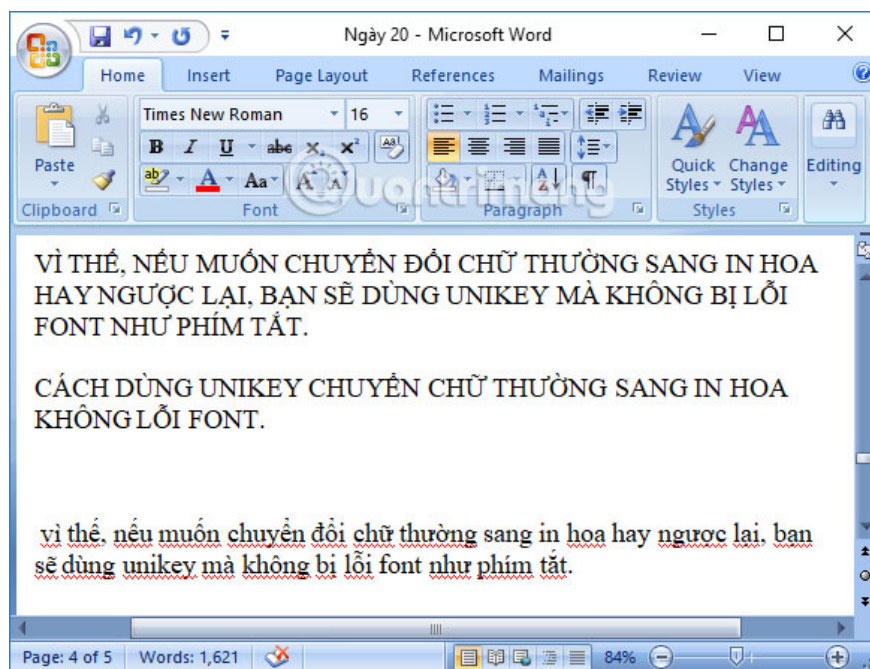
We will immediately get the text written in uppercase without any font errors, like when using a key combination.



In the field you want to switch from uppercase to lowercase with Unikey, follow the steps above. But in the Unikey Toolkit table, select Options click on **Lowercase** .



The text will also be converted from uppercase letters to lowercase without a font error.



So with the familiar Vietnamese typing tool Unikey, we can easily switch from lowercase to uppercase, or vice versa on Word without a font error. After the conversion is complete, you just need to delete the original text and you're done.

Video converts lowercase letters to uppercase on Word

See also: Fix the error Unikey cannot type Vietnamese.

I wish you all success!

You finished reading the article "**How to convert lowercase letters to uppercase and vice versa on Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.