

# How to convert uppercase to lowercase letters on Excel with Unikey

To switch between lower and uppercase letters in Excel we can use the Unikey typing tool.

In the process of working with Excel, there will be times when you need to convert lowercase letters to all uppercase letters, or switch from uppercase letters to lowercase letters, then use Unikey.

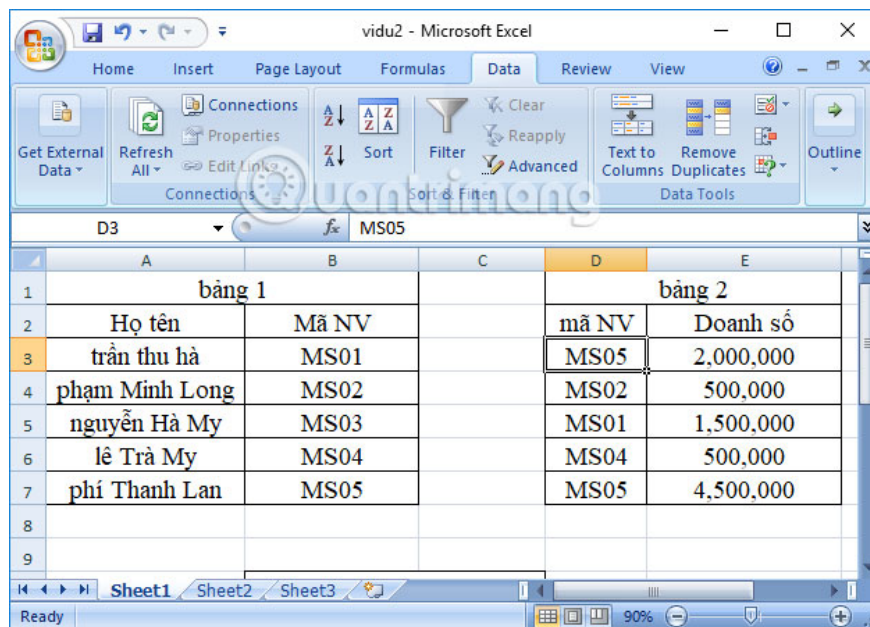
Unikey is a tool to support Vietnamese typing popular with users, especially when you work with office software Word, Excel, . Besides helping you type Vietnamese, Unikey also owns some Other useful features such as transcoding fonts, converting text with unsigned accents or converting from lowercase to uppercase or vice versa that the Network Administrator will introduce to you in this article.

The usual way to switch between lowercase and uppercase letters in Excel is to use the Upper or Lower functions. However, some users experience font error status, or the text is not converted completely when using the function. Signed vowels will not be converted, affecting the Excel content at work. So we can use Unikey to convert lowercase letters to uppercase and vice versa on Excel.

## Video tutorial to change lowercase letters in Excel

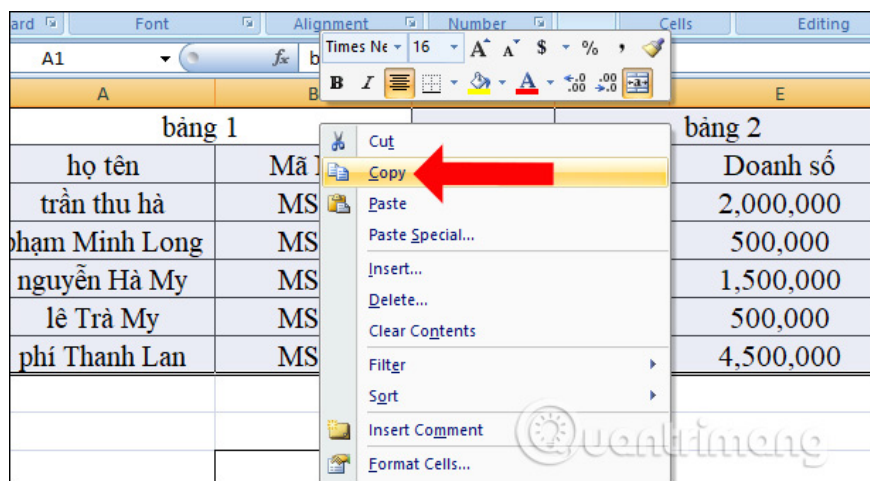
## How to use Unikey to change uppercase letters to lowercase Excel

We will take the example below. The text in the table is leaving the typeface not together, and you will move the whole text to uppercase.



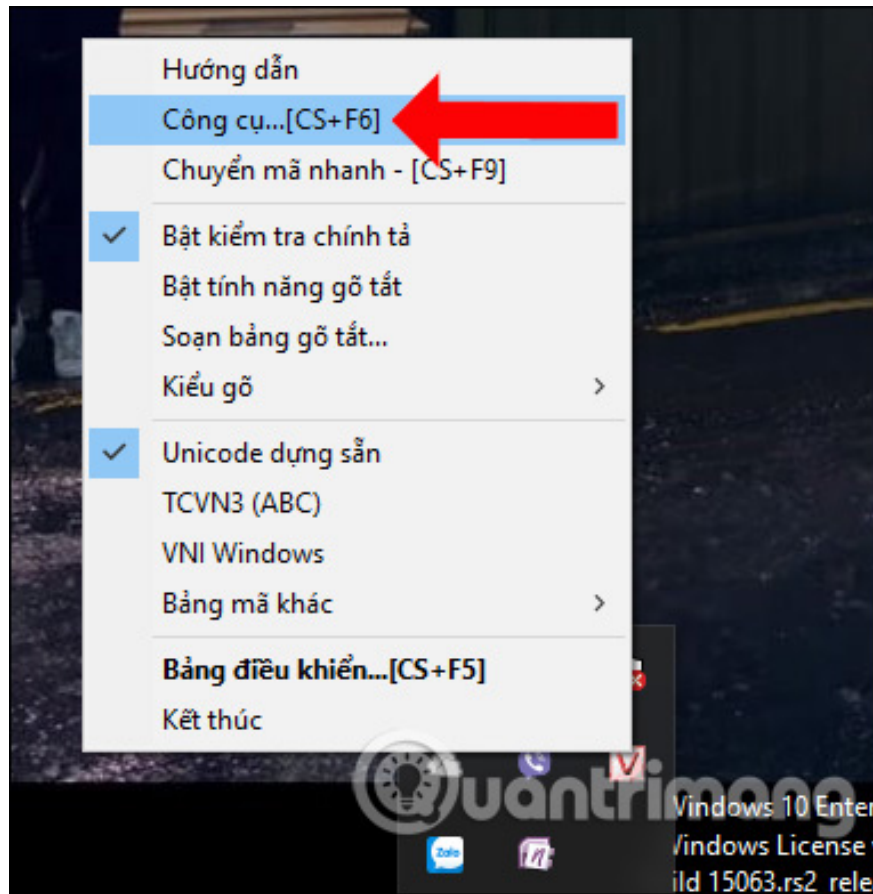
### Step 1:

First, we black out the entire data area we want to convert from lowercase to uppercase and right-click and choose **Copy** .



### Step 2:

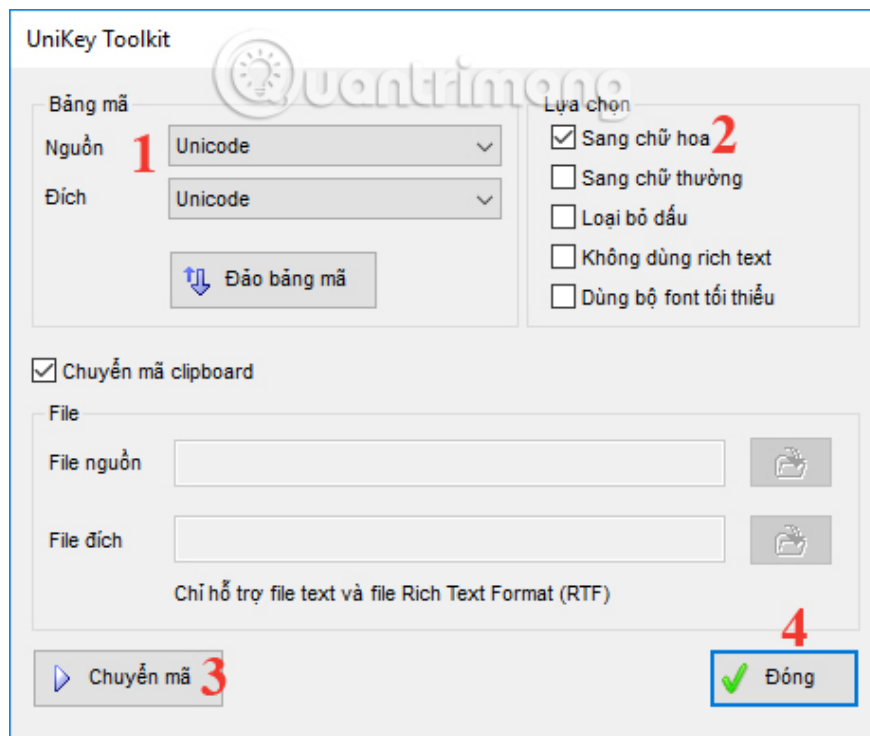
You right-click on the Unikey icon in the system tray and select **Tools** .



### Step 3:

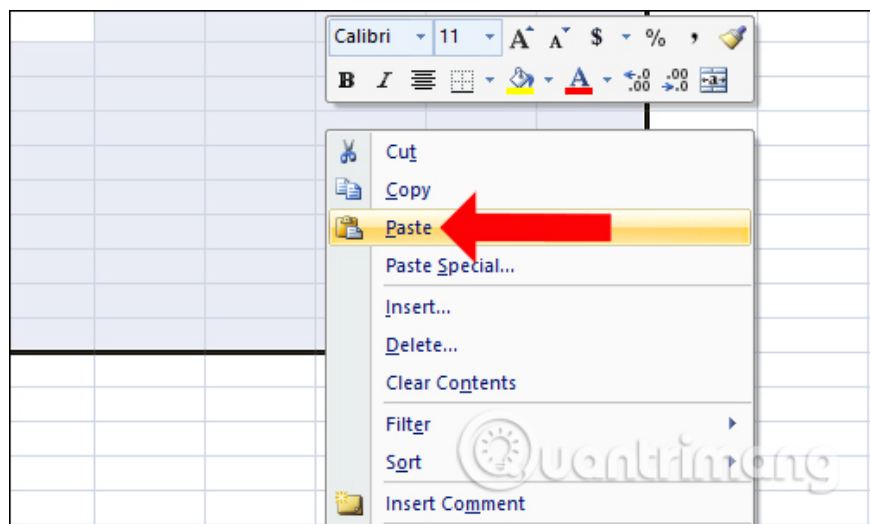
The Unikey Toolkit dialog interface appears. Here the **Source** Code section selects **Unicode** , the **Destination** section also selects **Unicode** . Next, you will select the option Select to **uppercase** in the Selection section.

Finally, click **Transcode** and then click **Close** . The conversion process will take place shortly thereafter.

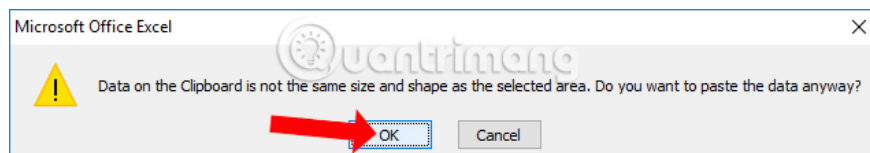


#### Step 4:

Finally, you will switch to a new Sheet on Excel and right-click and **choose Paste** .

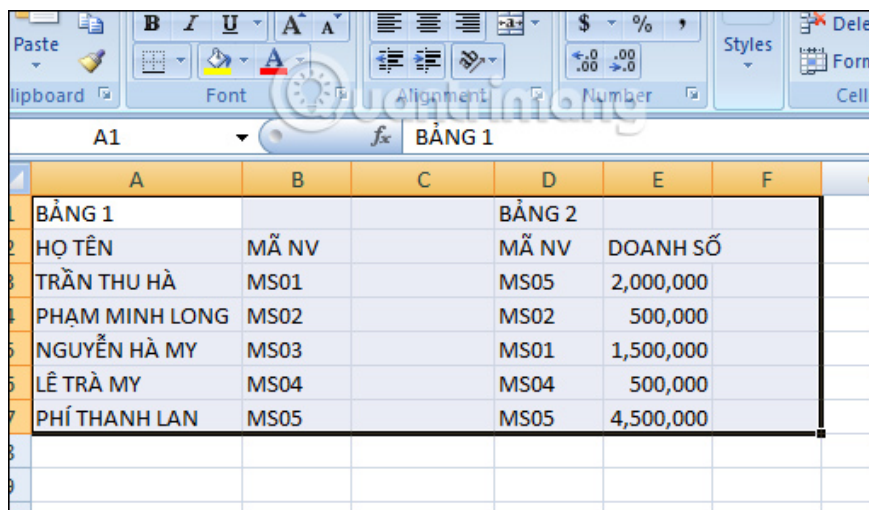


When the message appears as shown below, click **OK** to switch to capital letters.



The entire Excel content in lowercase will be converted to capital letters as shown below. The text will be converted completely to uppercase letters, without the vowel status still in lowercase.

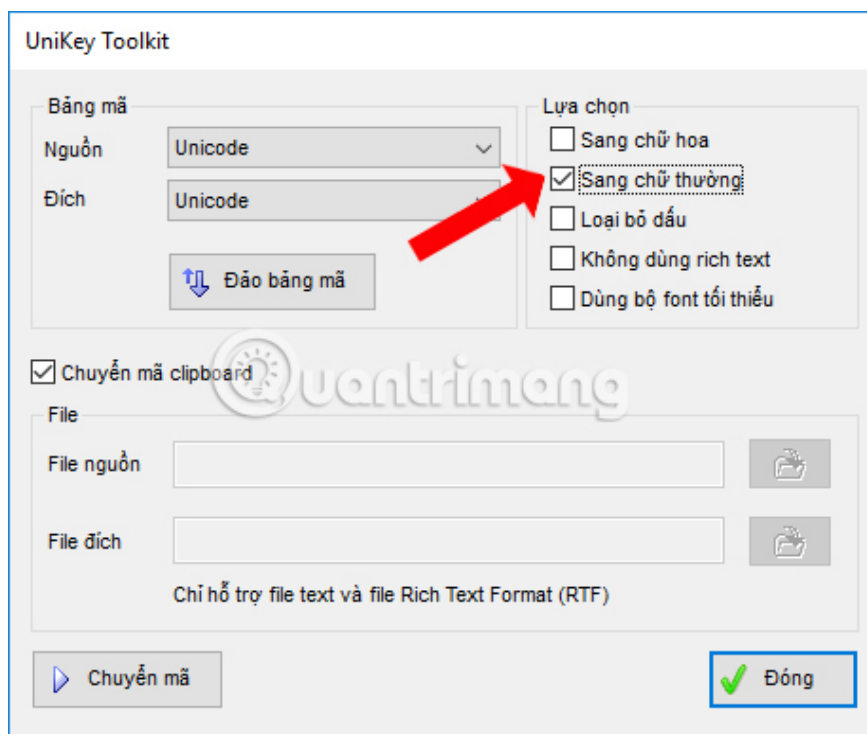
However, the font and table formats will be deleted, so you will have to reformat it.



	A	B	C	D	E	F
1	BẢNG 1			BẢNG 2		
2	HỌ TÊN	MÃ NV		MÃ NV	DOANH SỐ	
3	TRẦN THU HÀ	MS01		MS05	2,000,000	
4	PHẠM MINH LONG	MS02		MS02	500,000	
5	NGUYỄN HÀ MY	MS03		MS01	1,500,000	
6	LÊ TRÀ MY	MS04		MS04	500,000	
7	PHÍ THANH LAN	MS05		MS05	4,500,000	

### Step 5:

In case you want to transfer all letters from uppercase letters to lowercase letters, you just need to select **Print to normal** as shown below. The remaining steps are similar to when switching from lowercase to uppercase.



Above is how to convert from lowercase to uppercase and vice versa with Unikey without a font error. When using Unikey, the letters will be converted evenly into uppercase letters without error with a signed negative

integer.

I wish you all success!

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