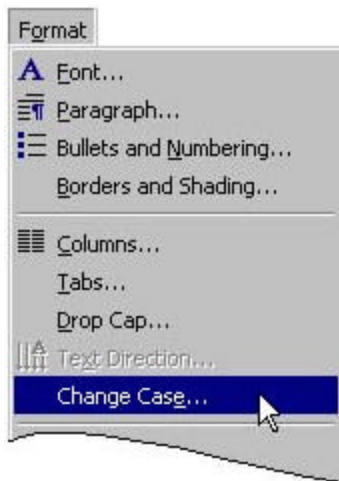


Taste of Tech

Using the Change Case Feature in Word and PowerPoint

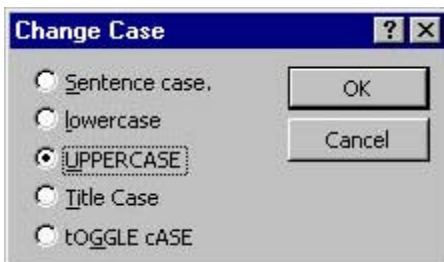
The Change Case feature lets you quickly and easily change the case of text in your document without having to re-type it.

To change the case of your text, highlight the text or letters you want to change and then select the *Change Case* command from the **Format** menu.



This opens the **Change Case** dialog box. Each option in this dialog box is displayed in the case in which it will change your text. The *Sentence case* radio button changes the initial character in a sentence to a capital letter. The *Lowercase* radio button changes all characters to lower-case letters, the *Uppercase* radio button changes them to upper case, the *Title Case* radio button changes the first letter of each word to upper-case, and the *Toggle Case* radio button changes lower-case letters to upper-case letters and vice versa (most useful for when you accidentally leave the Caps Lock key on).

Choose the option you want and click on the **OK** button to apply it to your text.



Source: <http://www.canberra.edu.au/>