MICROSOFT WORD 2013 – TEXT CASE CORRECTIONS

Objectives

✓ Learn how to correct inadvertent text capitalization errors

The Process:

1. Select the text that needs to be corrected

2. Locate the Change Case dropdown in the Font group (“Aa” in the Font group)

3. Select the appropriate text case for your situation:

   - **Sentence Case** – This will capitalize the first letter of every sentence and leave all other letters lowercase
     BEFORE: “the quick brown fox jumps over the lazy dog.”
     AFTER: “The quick brown fox jumps over the lazy dog.”

   - **Lowercase** – This will change any selected text into lowercase text
     BEFORE: “The quick brown fox jumps over the lazy dog.”
     AFTER: “the quick brown fox jumps over the lazy dog.”

   - **Uppercase** – This will capitalize all selected text.
     BEFORE: “The quick brown fox jumps over the lazy dog.”
     AFTER: “THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.”

   - **Capitalize Each Word** – This will capitalize each selected word.
     BEFORE: “The quick brown fox jumps over the lazy dog.”
     AFTER: “The Quick Brown Fox Jumps Over The Lazy Dog.”

   - **Toggle Case** – This will reverse all uppercase and lowercase formatting
     BEFORE: “The quick brown fox jumps over the lazy dog.”
     AFTER: “THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG.”

If you have any questions, please contact pod@rose-hulman.edu for assistance.