Have you ever wanted a quick way to change text from all lower case to all capitals? Do you type a lot of headers which require the first letter of each word to be capitalized?

You can quickly accomplish these tasks on any Microsoft Word document by following the steps below.

1. First, **highlight** the text you want to change.

   the quick brown fox jumps over the lazy dog

2. Next, press the **“shift”** and the **“F3”** keys at the same time. This will change the text from lower case to the **First Letter Of Each Word Capitalized**.

   The Quick Brown Fox Jumps Over The Lazy Dog

3. Then, with the text still highlighted, you can press the **“shift”** and the **“F3”** keys at the same time again to change the text to **ALL CAPITALIZED LETTERS**.

   THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG

4. If you press the **“shift”** and the **“F3”** keys at the same time again, it will change highlighted text back to all lower case.

Submitted by Philip Cestone
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