

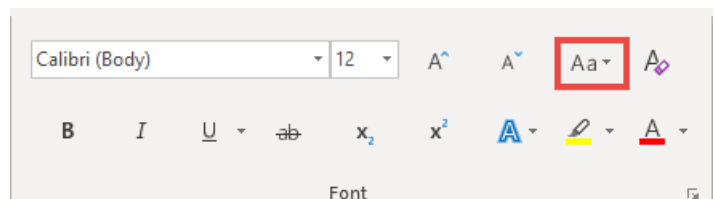


Word: The CHANGE CASE button ain't so hot

You're in Word and you've typed some text in the wrong case (all lowercase when it should have been all uppercase, for example).

There is a CHANGE CASE button on the HOME tab (shown here). But it's yucky!

Mainly, it requires too many steps: you have to click on the button, read down the list to determine which case option you want, then click the desired case.



Instead, I recommend that you stick to the old tried and true

keyboard shortcut: [SHFT] [F3]

....select the text whose case you want to change....then press [SHFT] [F3]. You will be toggled between the different case states: ALL UPPERCASE, all lowercase, and Initial Caps (first letter of each word or each sentence (if a period is present)). Just press [SHFT] [F3] until your text is in the case you want.