


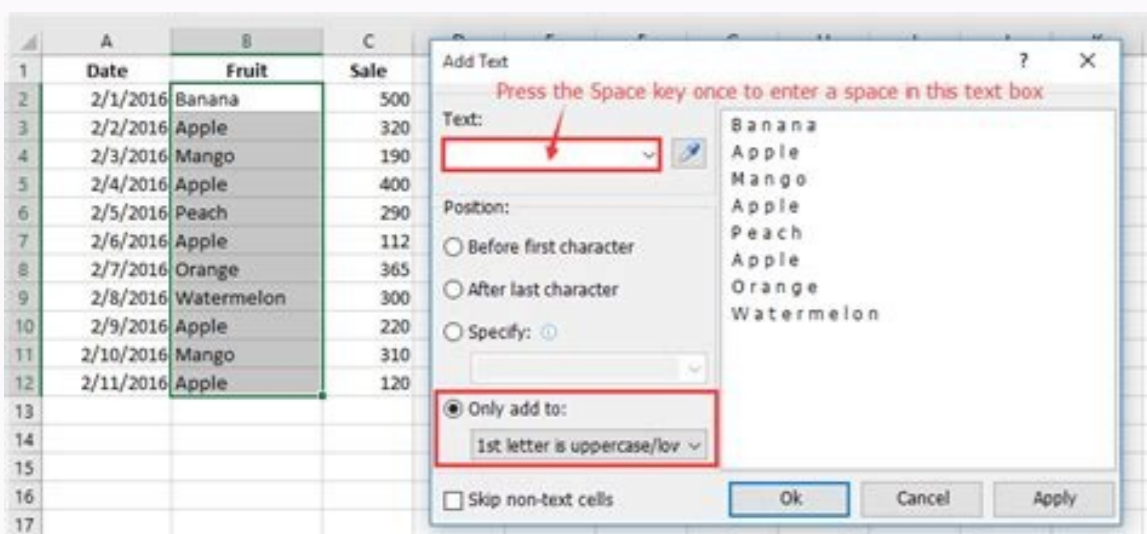
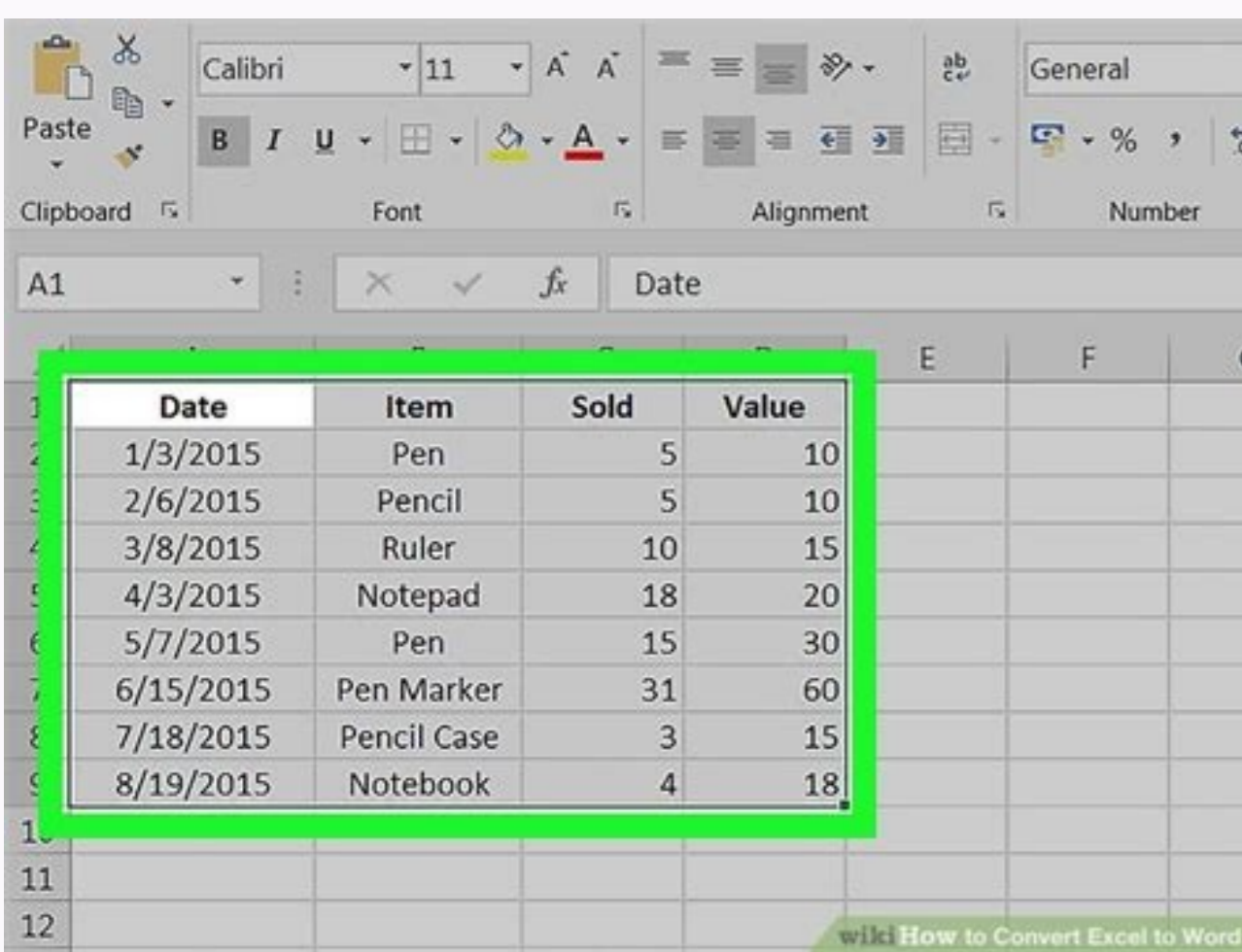
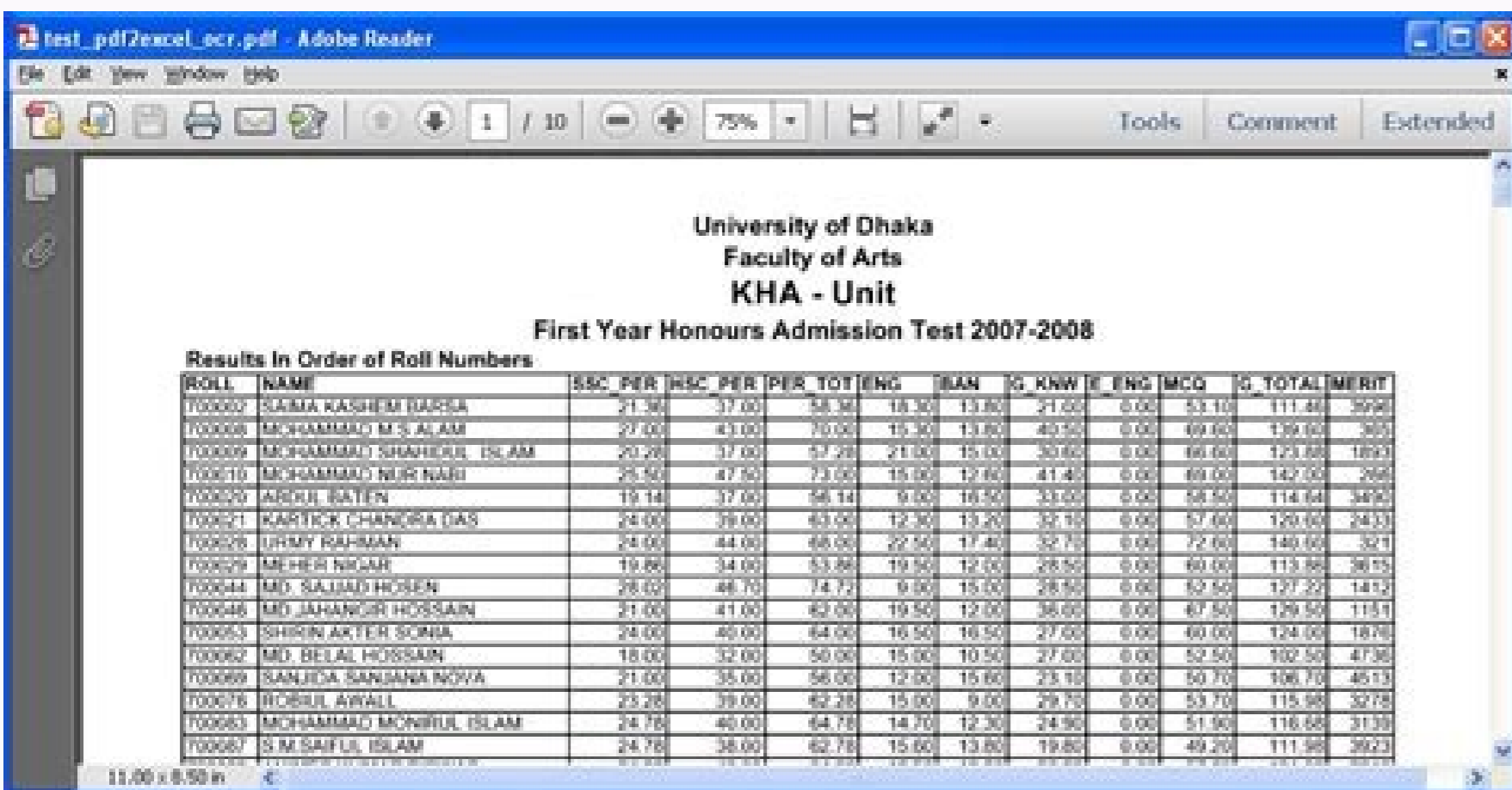
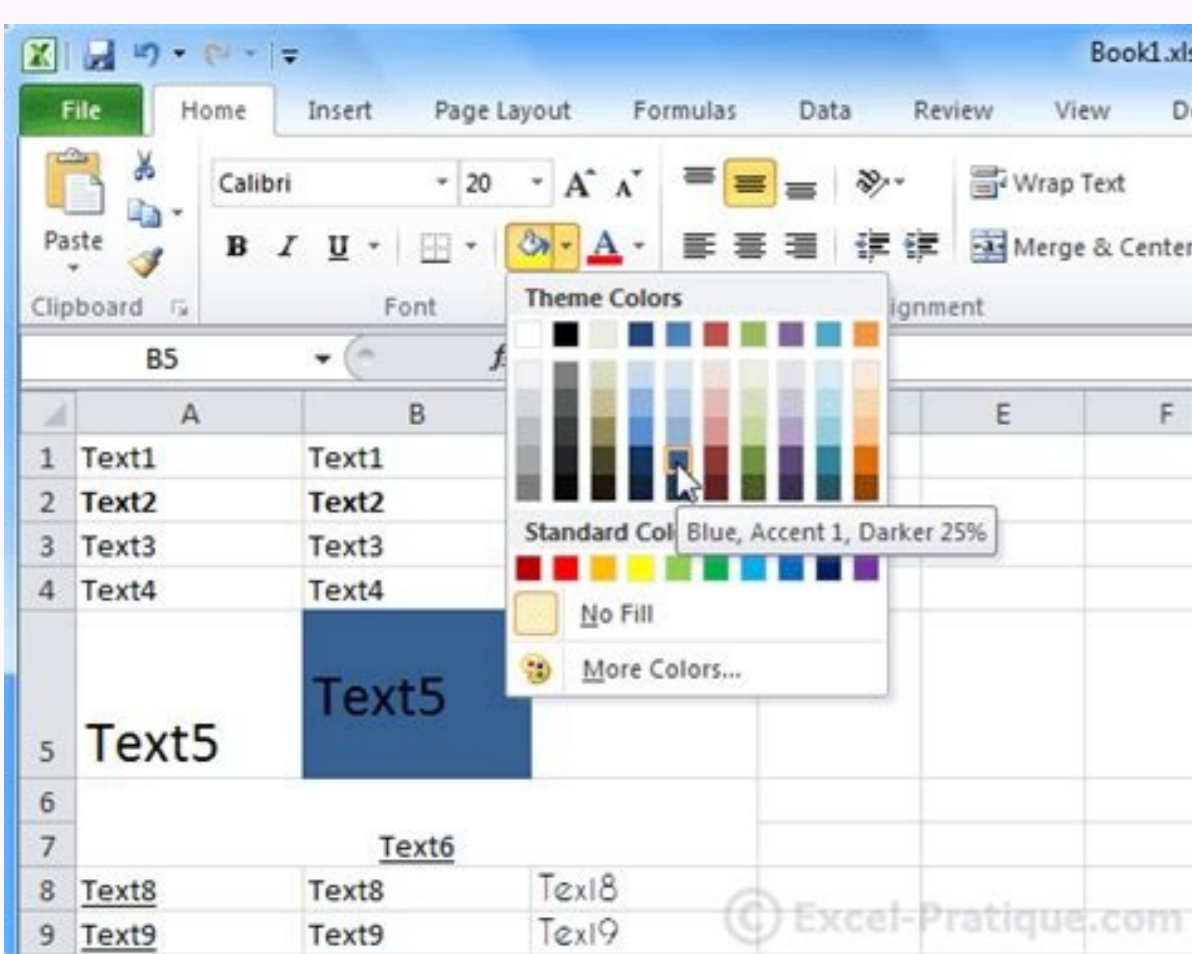
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Change text in excel spreadsheet to uppercase

CHATEAU AMERICANA YEAR-END WORKSHEET 12/31/2010

| ACCT NO. | ACCOUNT TITLE | 12-31-2009 POST CLOSING TRIAL BALANCE | | 12-31-2010 UNADJUSTED TRIAL BALANCE | |
|-----------------------------|---|---|---------------|---|--------|
| | | DEBIT | CREDIT | DEBIT | CREDIT |
| ASSETS | | | | | |
| 111000 | General checking account | 2,138,784.99 | | | |
| 112000 | Payroll checking account | 28,726.39 | | | |
| 113000 | Money market account | 775,549.73 | | | |
| 114000 | Savings account | 48,576.82 | | | |
| 119000 | Petty cash | 500.00 | | | |
| 121000 | Accounts receivable | 4,913,697.13 | | | |
| 129000 | Allowance for bad debts | | 97,459.89 | | |
| 141000 | Inventory - production | 10,407,164.74 | | | |
| 145000 | Inventory - finished goods | 3,902,457.04 | | | |
| 150000 | Prepaid expenses | 84,636.54 | | | |
| 160000 | Land and buildings | 15,350,295.73 | | | |
| 170000 | Equipment | 12,829,549.56 | | | |
| 180000 | Accumulated depreciation | | 14,140,830.31 | | |
| 191000 | Investments | 2,080,764.31 | | | |
| LIABILITIES | | | | | |
| 210000 | Accounts payable | | 3,682,954.12 | | |
| 222100 | Federal income tax withheld | | 64,442.36 | | |
| 222200 | FICA withheld | | 12,107.35 | | |
| 222300 | Medicare withheld | | 2,831.56 | | |
| 223100 | FICA payable - employer | | 12,107.35 | | |
| 223200 | Medicare payable - employer | | 2,831.56 | | |
| 223300 | Unemployment taxes payable | | 846.39 | | |
| 230000 | Other accrued expenses | | 568,998.06 | | |
| 235000 | Federal income taxes payable | | 157,448.31 | | |
| 236000 | Property taxes payable | | 0.00 | | |
| 240000 | Mortgages payable | | 7,442,445.94 | | |
| 261000 | Notes payable | | 654,000.00 | | |
| STOCKHOLDERS' EQUITY | | | | | |
| 310000 | Common stock | | 90,000.00 | | |
| 311000 | Paid-in capital in excess of par - common | | 3,567,265.00 | | |
| 312000 | Dividends - common | | 0.00 | | |
| 390000 | Retained earnings | | 22,064,134.78 | | |
| REVENUE | | | | | |
| 410000 | Sales | | | | |
| 420000 | Sales discounts | | | | |
| 430000 | Sales returns and allowances | | | | |



Change excel spreadsheet to capital letters. How to change text to all capital letters in excel. How to automatically change capital letters to lowercase in excel. How to automatically capitalize text in excel. How to automatically change to capital letters in excel.

After entering the formula, hit Enter. The text from the first cell is copied into the column we created earlier using proper casing. It would be best if you used the autofill function to repeat the process for the other names. Now that the names are using the proper casing, what will you do with the duplicates? Below is an overview of each of these functions. If you want to use a different type of capitalization, =UPPER will capitalize all letters, while =LOWER would convert to all lowercase letters. Proceed to enter the formula to change the case; specifically, for proper, this would be =PROPER(A3). To do this, you can create a temporary column to format your text and then replace your old values with your properly capitalized text. Once you get the hang of it, the technique is quite simple and easy. Below are all of the various methods that can be used. If you work with many text-based data in your Excel spreadsheets, formatting it can quickly become a tedious chore. You could copy the column into Microsoft Word, use the Change case tools, then copy and paste it into Excel again. That's a bit cumbersome, though, and prone to copy-paste errors for large sets of data. Fortunately, you can accomplish the same thing using the UPPER, LOWER, and PROPER functions. Enter the text how you want it to appear. There you have it—your names are now using the proper casing. With this simple tip, you've just saved yourself minutes, maybe hours of manual data re-entry labor. Click the Paste Special menu for Values. Proceed to delete the temporary column used to facilitate the formatting. Easy: Select the names in the column you just auto-filled, then click Copy or press CTRL + C. Once complete, each of the names should be in column B with the proper case. Right-click in the beginning column; in my case, it's A3. So, what's the solution to a problem like this? For example, if you wanted to show in cell B1 an uppercase version of the text in A1, you could type the below function into B1. Microsoft Excel, Microsoft Office After inserting the column, activate the first blank cell next to the column containing text. Word has the handy Change Case command, but Excel 2016 doesn't have an equivalent. For example, if you wanted to show in cell B1 a lowercase version of the text in A1, you could type the below function into B1. =PROPER(A1) =UPPER () Using the upper function takes the value of any cell, and converts it to uppercase text. Once the properly formatted version of the text is inserted, press the keyboard shortcut Ctrl+E, or click Data and then Flash Fill to fill out the remaining cells. Use Excel Flash Fill Users who are using Excel 2013 and higher also have the option to use Excel Flash Fill to automatically fill cells to how you want them to be formatted. Related information How do we change the case of text in Excel to normalize our data or to fix casing errors? Interested in more Excel tips? But you can essentially roll your own with the steps below. In this example, the employee name column below contains names using ALL CAPS, but I would prefer if they used PROPER capitalization. First, you will need to temporarily modify your spreadsheet by inserting a new column to the right of the column containing the text you wish to modify. For example, if you wanted to show in cell B1 a proper case version of the text in A1, you could type the below function into B1. =LOWER () Using the lower function takes the value of any cell, and converts it to lowercase text. Unlike Microsoft Word, Excel does not include a Change Case tool for editing text with particular upper, lower, or other types of capitalizations. Changing lower case text to upper case text, upper case text to proper case text (where the first letter is upper case, and the remaining letters are lower case), or mixed-case to upper case is accomplished by the push of a button in Microsoft Word. . . . but how do we accomplish this in Microsoft Excel? If none of the above solutions work, copy and paste the text in Excel to another application that can modify the case. Let's take a look. How to Use Change Case in Excel As noted above, there is no Change Case option in Excel 2016 or higher, like there is in Word 2016 and above. Tip Use our text tool to convert any text from uppercase to lowercase. Below is an example of how Flash Fill can complete text with the case you want to use. Changing the case using functions Use Excel Flash Fill Copy and paste Three different functions can be used in Excel to change the capitalization of text in a cell. =LOWER(A1) =PROPER () Using the proper function takes the value of any cell, and converts it to proper case. Note There is no keyboard shortcut to change the case of highlighted text in a cell. In our example picture, we have names in column A and want column B to use proper case for each of the names. Let's explore three ways to solve this problem; each having their own advantages and disadvantages. A more Excel-centric option is to use the UPPER, LOWER, and PROPER functions. =UPPER(A1) Tip Once you've created any of the above formulas, you can use the Excel Fill Handle to copy the function into as many cells as needed. If you are new to Microsoft Excel, be sure to check out our tutorial for getting started with this popular spreadsheet app. For example, you could copy and paste text from Excel to Microsoft Word and use the shortcut key Shift+F3 to change text between uppercase, lowercase, and proper case. Updated: 12/31/2020 by Computer Hope There are ways to change the case of text to uppercase, lowercase, or proper case in Microsoft Excel.

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