

## Changing the Capitalization Style in a Address Data Base

Richard Gohman, June 2009

When we make an address data base in a spreadsheet program we often type in the names using proper capitalization. Example: Gohman – Richard. But if we want to use this database to make name tags, we would like to have the names in all CAPS. To make a new list with all the names capitalized could be a major chore. But a simple equation can do the job for you in Excel, in OpenOffice Calc and in MS Works Spreadsheet. (Figures taken from Excel.)

In Figure one I show a list of names (the example did not bother to have addresses, etc. for simplicity)

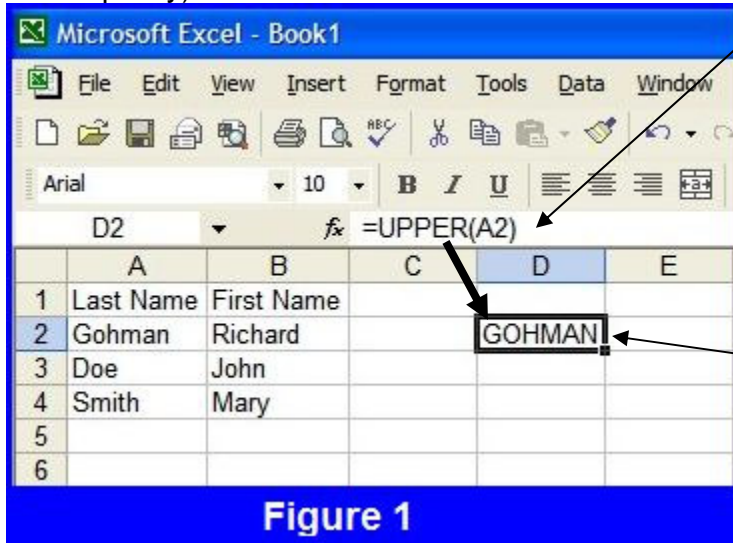


Figure 1

Then in a new column, I type in the equation “=UPPER(A2)”. Where A2 is the cell that contains the name I want to capitalize.

The result is shown in cell D2.

Now I will copy the equation in cell D2 into as many of the cells below it as required.

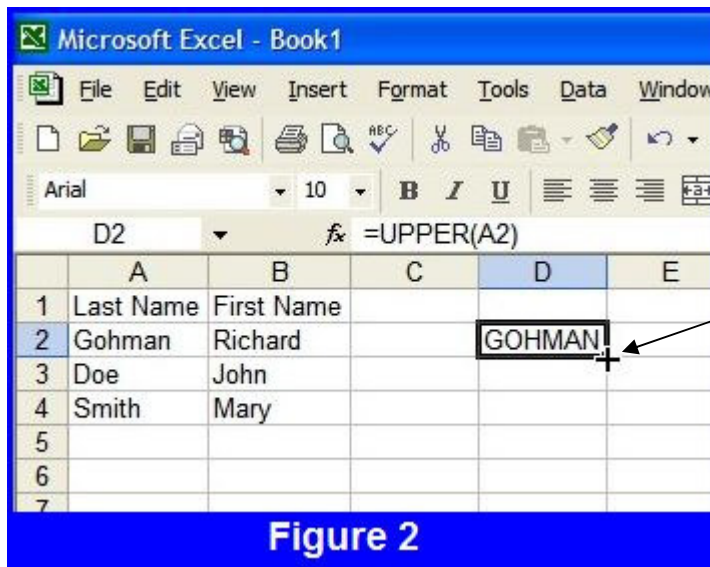


Figure 2

See Figure 2 for how to select the cell.

Put your mouse on the lower –right corner of the cell to be copied and a dark cross will appear.

Then holding the left-mouse button down, drag the mouse down as many rows as required. See Figure 3.

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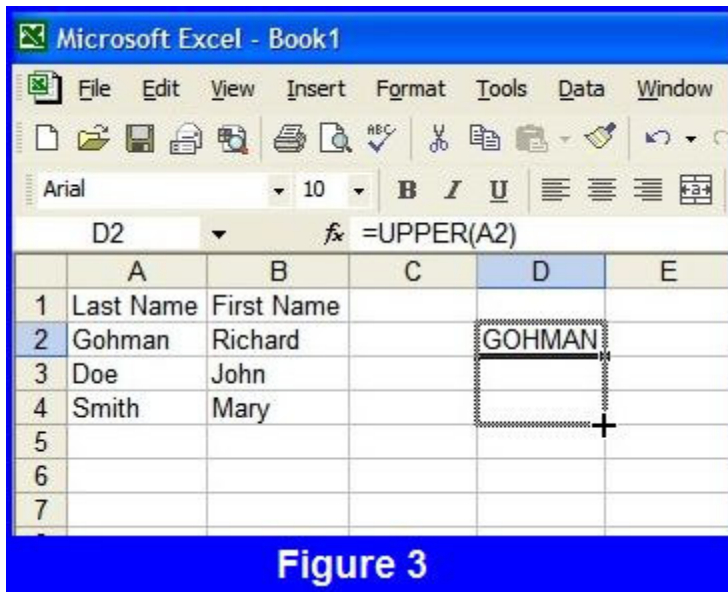


Figure 3

In this example the equation in cell D2 [shown as `=UPPER(A2)`] is copied into D3 and D4. When you check the equations in D3 and D4 you will find they automatically adjust to use the information in A3 and A4 as required.

Now you can make another column for the “First Name” as shown in Figure 4.

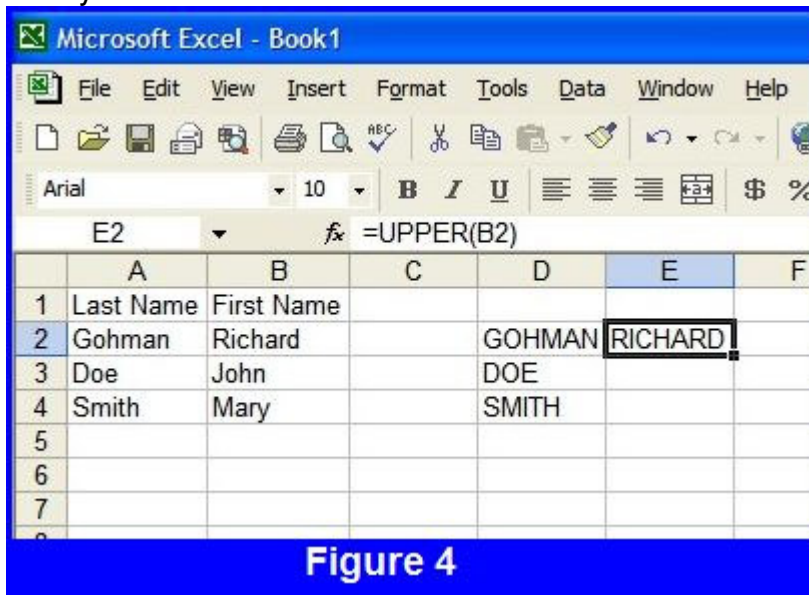


Figure 4

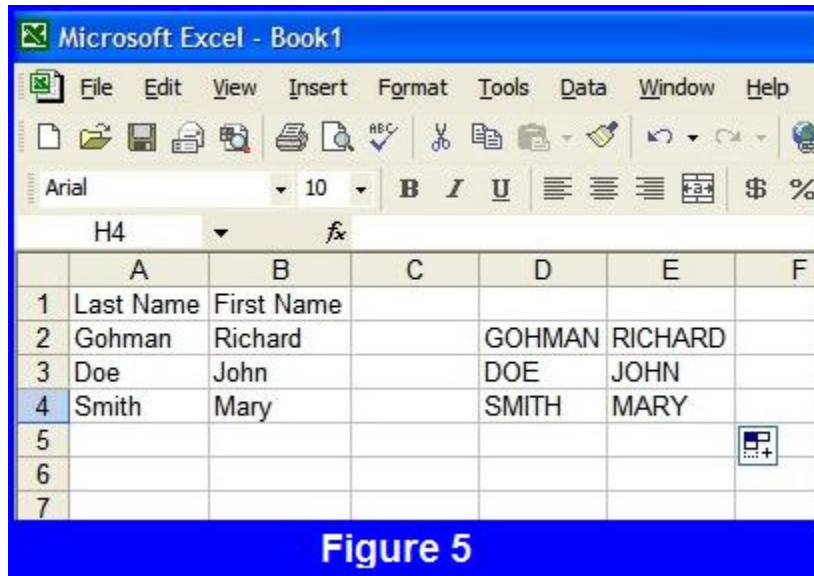
Repeat the steps to copy the equation in E2 to the rows below.

The end result is that you have two new columns in your data base with the names capitalized.

See figure 5 for the final results.

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Now suppose you had started with the names in Caps and you wanted “proper capitalization for making mailing labels. The following equations can be used.

“=PROPER(cell reference)” will change the name in the cell reference to only the first letter being capitalized.

Example: This equation will change JOHN into John, or john into John, or even joHN into John.

And:

“=LOWER(cell reference)” will change the name in the cell reference to all lower case letters.

Example: This equation will change JOHN into john, or John into john.

I can’t think of a reason I would use this equation in the name column, but you might find other data columns where is could be very useful.

Note: the ( ) around the cell reference is required. However, the words UPPER, LOWER, PROPER are not case sensitive. You can type them in lower case, the equation will automatically change them to upper case.

Now you can fix your address data base by adding columns and not re-typing the whole thing. *Tips and Tricks by Richard.*