



[Subscribe](#) to [Amy's Biz Tips](#) e-newsletter.

[Archive](#) of Amy's Biz Tips.

These Tips Are Courtesy of [AAPK](#)

November 21, 2013

Volume 100!!!!

You and 2 others recommend this.

Share

[Word - Change Case](#)

[Do You Have A Product Idea?](#)

[You Have To Laugh](#)

Thank you to all of you that have been with me from issue 1 to 100 of Amy's Biz Tips!

Word - Change Case

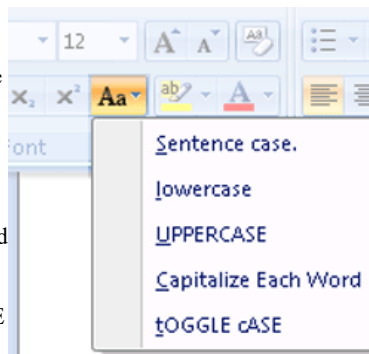
Have you ever been sent a document or list that has the information in the wrong case (ALL CAPS, Title Case, lower case) and you need to change it to make it easier to read or work with? Well, Word has a fast way to change that text to what suits you.

I use this trick often when given an Excel mailing list where all the names and addresses are in ALL CAPS and I want them in Title Case - so that the first letter of each word chosen will be capitalized and the remained letters lower case..

It's simple to use this feature, just highlight the words or sentences you want changed, go the Home Tab in the Ribbon and under the Font area and click on the down arrow to the right of the icon that shows "Aa" (see screen shot below)

So, let's look at the option you have:

- **Sentence case** – The first word that begins the sentence (or appears after a period) will be capitalized.
- **lower case** – all words highlighted will be lower case
- **UPPER CASE** – ALL LETTERS WILL APPEAR CAPITALIZED
- **Capitalize Each Word** (formerly Title Case) – The First Letter Of Each Word Will Be A Capital Letter And Following Letters Will Be Lower Case
- **tOGGLE cASE** – oPPOSITE OF cAPITALIZE eACH wORD. tHE fIRST IETTER oF eACH wORD wILL bE lOWER cASE aND IETTERS fOLLOWING wILL bE cAPITALIZED. aNNOYING iSN'T iT?



Note, sometimes these options won't work quite right. If this happens, highlight the words and choose Sentence case (setting it back to a normal default state). Then re-highlight the words and try an alternative option.

If you need help with an MS Office project contact me at info@aapk.com. I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

Do You Have A Product Idea?

Do you have an idea for a product and want some feedback from others to determine if it's a good idea? Even if it's only a sketch, an idea, or you've got it all figured out – you can use submit it to [Quirky.com](#) for consideration by others.

[Quirky.com](#) is a New York City-based company that allows every day people to submit their ideas online and let others vote on submitted ideas. If an idea gets the minimum number of votes, the idea moves up to the next step and could be picked for development and sales. They have connections with multiple large retailers and have launched some products you might know like the Pivot Power, the clever, pivoting power strip.

Using a continually growing community - [Quirky.com](#) is using "crowdsourcing" in a unique way – not to raise funds, but to raise votes.

Amy's Biz Tips are brought to you by AAPK who can help you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Amy's Biz Tips are brought to you by AAPK who can help you with:

The breadth of ideas that have been submitted is huge – from simple products to electronics. It’s fun to surf through the products that others have submitted. Don’t forget to support the crowdsourcing by voting for the products you like. You never know, you might see one you have thought of.

I submitted a product (hands-free foot care) and could use votes please help me:

http://www.quirky.com/invent/726512/action/vote/query/sort=ending_soon&categories=all

So, next time you think of a product idea – jot it down and go to Quirky.com and submit it!

- [Excel, Word and PowerPoint](#)
- [Web Design](#)
- [Content Management Web Sites](#)
- [Graphic Design](#)
- [Print Design](#)
- [Social Media Marketing](#)
- [Creative Marketing Ideas](#)

You Have To Laugh

Funny Video: Cat vs Hedgehog - who will win?... [Click here](#)

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#) [Web Design](#) [Social Media](#) [Print Media](#) [Consulting](#) [About AAPK](#)

Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015