EXCEL ‹‹‹‹‹‹

By Bill Jelen

Changing Case in Excel

Changing data from uppercase to lowercase or proper case is unusually hard in Excel. Microsoft Word offers a command that will do the conversion instantly, but the similar process in Excel is a complex seven-step process: insert a column, write an =UPPER formula, copy the formula, copy the range of formulas, paste special as values, move the values back to the original range, delete the temporary column. If you routinely have to do these steps, you can use this article to add small macros that will turn the process into a single button click.

Make Sure You Have a Personal Macro Workbook

These three tiny macros should be stored in your personal macro workbook. Macros stored in this workbook are available to every workbook you open on your computer. Unfortunately, many people have never used a macro and don't have such a workbook. These four quick steps will ensure that you have one:

1. In Excel 2007 or 2010, go to the View tab and select Macros, Record Macro….

2. In the Record Macro dialog, change the "Store Macro In" dropdown to "Personal Macro Workbook." Click OK.
3. Apply bold formatting to the current cell using the icon on the Home tab.
4. Click the Stop Recording icon. This icon is a tiny blue square that appears next to the word Ready in the status bar (bottom-left of the window).

Recording this tiny, useless macro causes Excel to establish a Personal Macro Workbook for you and to save it in the proper folder.

Switch to the VBA Editor

Press Alt+F11 to open the VBA Editor. If you've never used macros, you'll see an intimidating empty grey screen. Press Ctrl+R to display the Project Explorer on the left of the screen.

The Project pane will have a bold entry for each workbook or add-in that's currently open. Look for the line that says VBAProject (PERSONAL.XLSB). Click the plus sign to the left to expand that entry. Two folders will appear beneath PERSONAL.XLSB. Click the plus sign to the left of the Modules folder. Double-

click on the Module1 entry to open it.

You will now see the temporary macro that you just recorded. Select the lines from that macro and delete them. Type the following lines of code into the VBA Editor (or copy and paste from http://wp.me/pZbrP-e):

```
Sub UpperSelection()
For Each cell In Selection
If Not cell.HasFormula Then
cell.Value = UCase(cell.Value)
End If
Next cell
End Sub
Sub LowerSelection()
For Each cell In Selection
If Not cell.HasFormula Then
cell.Value = LCase(cell.Value)
End If
Next cell
End Sub
Sub ProperSelection()
For Each cell In Selection
If Not cell.HasFormula Then
cell.Value = Application. _
WorksheetFunction _
.Proper(cell.Value)
End If
Next cell
End Sub
```

Figure 1

Figure 2

Figure 3
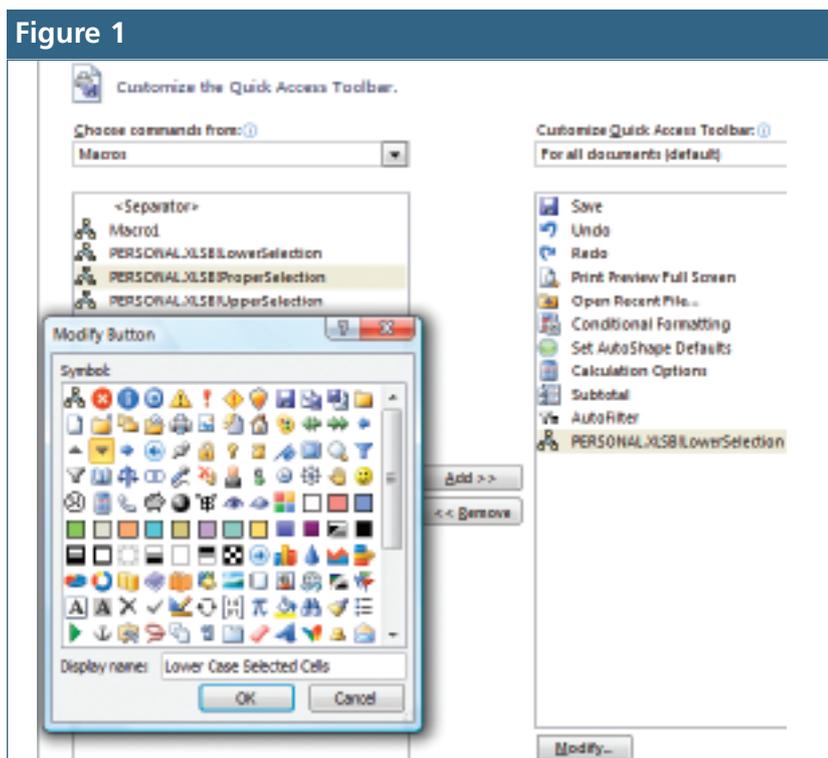
Use Alt+Q to close the VBA editor and return to Microsoft Excel.

Add Buttons to the QAT to Run the Macros

Excel 2007 and Excel 2010 offer a tiny strip of icons known as the Quick Access Toolbar (QAT), which appears just above or below the Ribbon interface. The QAT starts out with Save, Redo, and Undo icons.

Right-click the QAT and choose Customize Quick Access Toolbar. Open the "Choose Commands From" dropdown and select Macros. You should now see your three macros in the left box. For each macro, repeat the following steps:

1. Highlight a macro (e.g., PERSONAL. XLSB!LowerSelection) in the left list box.
2. Click the Add>> button in the center of the screen
3. Click the Modify…button at the bottom of the right list box.
4. Choose an appropriate icon from the dialog.
5. Change the Display Name to an appropriate tooltip, such as "Lower Case Selected Cells." Click OK to close the Modify Button dialog.
6. Repeat steps 1–5 for Upper Case and Proper macros.
7. Click OK to close the Excel Options dialog.

When you close Excel after these steps, you'll be asked if you want to save your Personal Macro Workbook. Say Yes.

Using the Macro

Whenever you open Excel, you'll see the three new icons in the QAT. Hover over each icon to see the tool tip (see Figure 2).
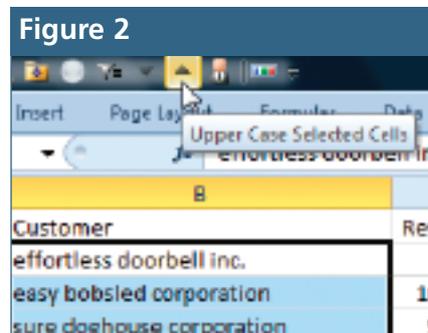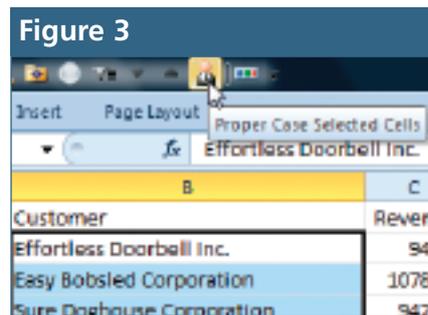
Select a range of cells and click one of the three icons. The lowercase cells in Figure 2 are quickly converted to proper case cells in Figure 3.

Although macro projects are usually complicated, anyone should be able to finish these steps in 10-15 minutes. If you frequently must convert text to a different case, the ability to do so with a single keystroke will save you six steps every time you need to do this in the future. **SF**

Bill Jelen is the host of MrExcel.com. He recently published his first college text designed for beginning Excel students, Slaying Excel Dragons. *Send questions for future articles to IMA@MrExcel.com.*