

? How do I properly format data in Google Sheets?

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The proper formatting of data in Google Sheets is essential for organizing and presenting information accurately. Google Sheets offers a variety of formatting options, such as numbers, currency, dates, and text, to help users effectively display their data. This allows for easier analysis and interpretation of information. To properly format data in Google Sheets, users can utilize the various formatting tools and functions provided, such as cell formatting, conditional formatting, and data validation. By following these guidelines, users can ensure their data is presented clearly and professionally in their Google Sheets.

PROPER

Capitalizes each word in a specified string.

Sample Usage

```
PROPER("united states")
```

```
PROPER(A2)
```

Syntax

```
PROPER(text_to_capitalize)
```

`text_to_capitalize` - The text which will be returned with the first letter of each word in uppercase and all other letters in lowercase.

Notes

`PROPER` is useful for proper nouns, such as names of people or geographic locations.

`PROPER` capitalizes each word in `text_to_capitalize` rather than the beginning of each sentence, and is therefore likely not the correct tool to use for paragraphs or other blocks of text.

`PROPER` will convert all characters not at the beginning of words to lowercase, which may cause problems with certain strings. For example, using `PROPER("mcLeod")` to capitalize the surname McLeod results in "Mcleod" instead.

See Also

`UPPER`: Converts a specified string to uppercase.

`SUBSTITUTE`: Replaces existing text with new text in a string.

LOWER: Converts a specified string to lowercase.

Examples

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