

How do I use the PROPER function in Excel?

Authored by
stats writer

June 30, 2024

RECOMMENDED CITATION

stats writer (2024). *How do I use the PROPER function in Excel?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=162850>

The PROPER function in Excel is a built-in formula that allows users to capitalize the first letter of each word in a selected cell or text string. This function is particularly useful for correcting the capitalization of names, titles, and other text entries. To use the PROPER function, simply select the cell or text string, enter "=PROPER(" into the formula bar, and then close the parentheses. The result will automatically capitalize the first letter of each word in the selected cell or text string. This can save time and effort when formatting large amounts of text in Excel.

This article describes the formula syntax and usage of the **PROPER** function in Microsoft Excel.

Description

Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.

Syntax

PROPER(text)

The PROPER function syntax has the following arguments:

Text Required. Text enclosed in quotation marks, a formula that returns text, or a reference to a cell containing the text you want to partially capitalize.

Example

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can adjust the column widths to see all the data.

| Data | | |
|-----------------|----------------------------------|-----------------|
| this is a TITLE | | |
| 2-way street | | |
| 76BudGet | | |
| Formula | Description | Result |
| =PROPER(A2) | Proper case of thestring in A2. | This Is A Title |
| =PROPER(A3) | Proper case of the string in A3. | 2-Way Street |

| Data | | |
|-------------|----------------------------------|----------|
| =PROPER(A4) | Proper case of the string in A4. | 76Budget |

ARABPSYCHOLOGY.COM