



**MISSISSIPPI STATE UNIVERSITY™**  
**EXTENSION**

Center for Technology Outreach

## **How to Write a Formula in Excel to Capitalize the First Letter of Every Word**

Step 1: Type the individual names in Excel.

Step 2: The cell to the right of the first name, type in the formula.

Example: =PROPER(A2)

Step 3: Use the fill handle to copy the formula to the other cells in the spreadsheet.

**Hint:** Make sure all formulas/functions in Excel start with an equals sign.