

How do I use the LOWER function in Excel?

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The LOWER function in Excel is used to convert all uppercase letters in a selected text to lowercase. It is a useful tool for ensuring consistency and uniformity in data entries. To use the LOWER function, simply select the cell where you want the converted text to appear, type "=LOWER(" followed by the cell or text that you want to convert, and close the parenthesis. Press enter and the text will automatically be converted to lowercase. This function can also be used in combination with other functions and formulas to manipulate data in a spreadsheet.

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

Description

Converts all uppercase letters in a text string to lowercase.

Syntax

LOWER(text)

The LOWER function syntax has the following arguments:

Text Required. The text you want to convert to lowercase. LOWER does not change characters in text that are not letters.

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		
E. E. Cummings		
Apt. 2B		
Formula	Description	Result
=LOWER(A2)	Lower case of first string (e. e. cummings)	e. e. cummings
=LOWER(A3)	Lower case of last string (apt. 2b)	apt. 2b