Module 25: Change Text To Lower Case

25.1 Change Text To Lower Case

To change the capitalisation of certain text, you can use a formula instead of wasting time deleting and retyping everything.

To do this, first you have to create a column or row for the return value or information.

Then input the formula as follows: =LOWER(reference value)

This will change all of the text to lower case.

25.2 Video Instruction

Change Text To Lower Case – 0m 57s

25.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, practise Changing Text To Lower Case using the video above as a reference.

Download Worksheet

Option #2: Worksheet without formula

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