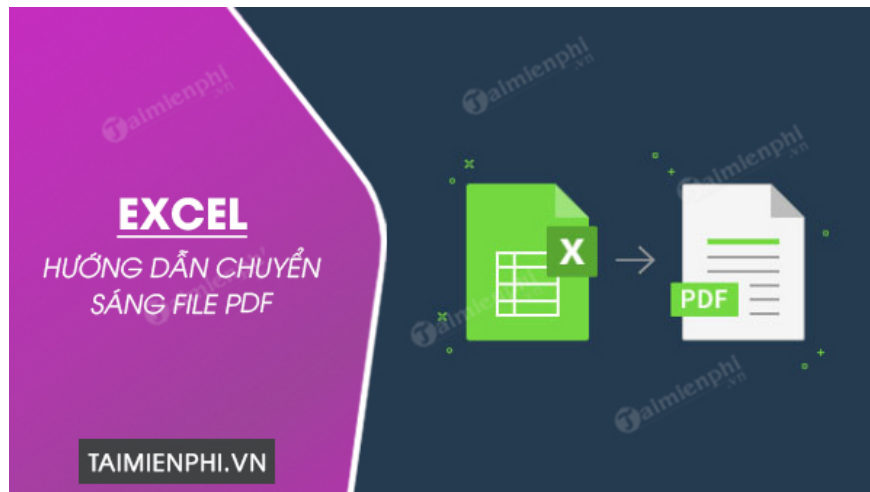


# How to convert Excel files to PDF for free, extremely simple

Excel and PDF are two very common file types in both work and daily life today, allowing you to consolidate a lot of data into a single file. However, Excel files are quite large, making them unsuitable for sending or sharing like PDF files. In this article, let's explore with TipsMake some extremely simple ways to convert Excel files to PDF for free.

Converting Excel files to PDF is often necessary if you want to show your data to others without editing it. Additionally, PDF files are more suitable for sharing, presentations, and reports. All users can open and view PDF files, even if they don't have Excel installed. If you're looking for a way to convert Excel files to PDF, don't miss this article.



**The simplest guide to converting Excel to PDF.**

## *How to convert Excel files to PDF for free, extremely simple*

Using only the built-in tools in Microsoft Excel, you can save your Excel file as a PDF or even share it via email. Alternatively, you can use online file conversion tools to quickly convert your Excel file to PDF format.

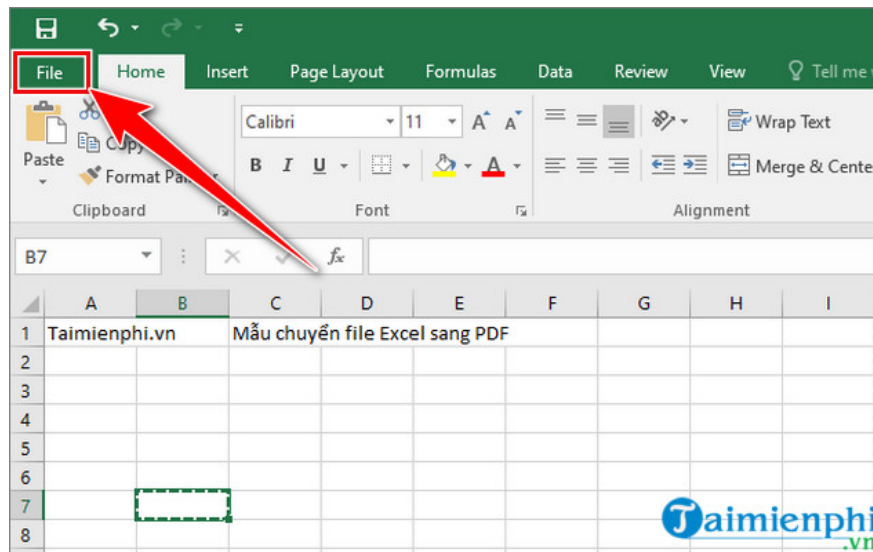
- + Download link for Excel 2021
- + Download link for Excel 2019
- + Download link for Excel 2016

## ***Method 1. Save the Excel file as a PDF.***

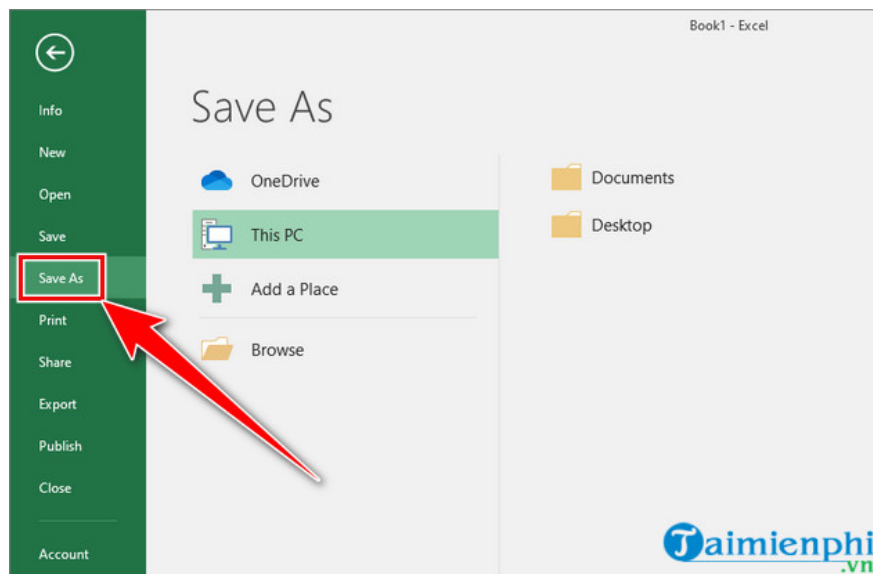
If you want to convert an Excel file to PDF, this is the simplest method you can use. To do so, you can follow these simple steps:

**Step 1:** Open the Excel file you want to convert to PDF format in Microsoft Excel.

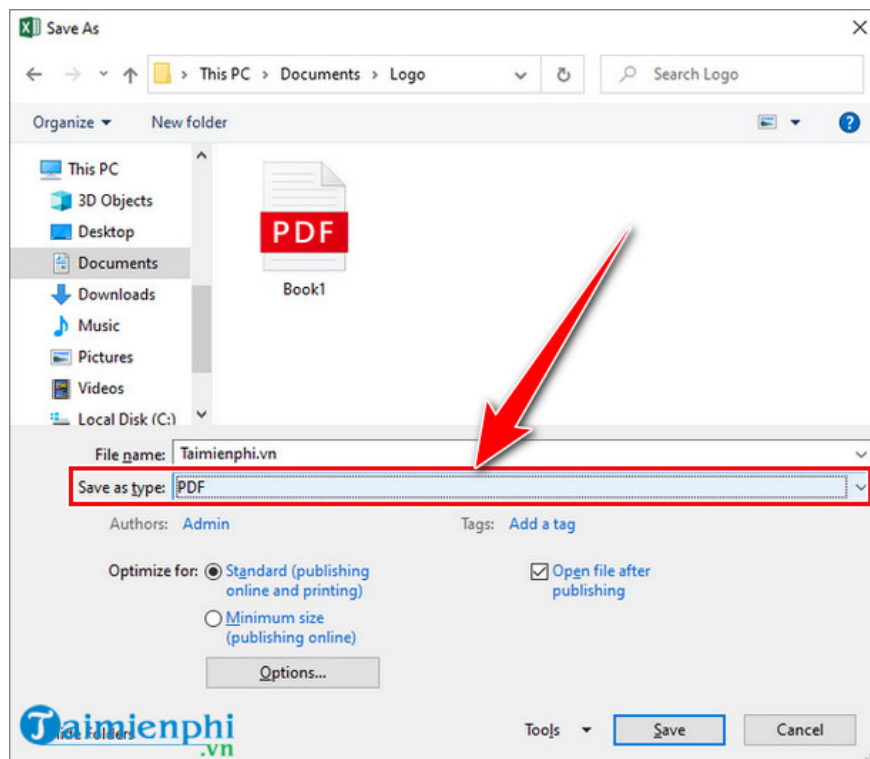
**Step 2:** On the toolbar, click the **File** tab .



- **Step 3:** Under the menu on the left side of the screen, select the **Save As** option and choose a location to save your PDF file.



- **Step 4:** In the save file window, click on "**Save as type**" and select PDF format to save the PDF file.



- **Step 5:** Then, you can click the **Options.** button to customize options such as:

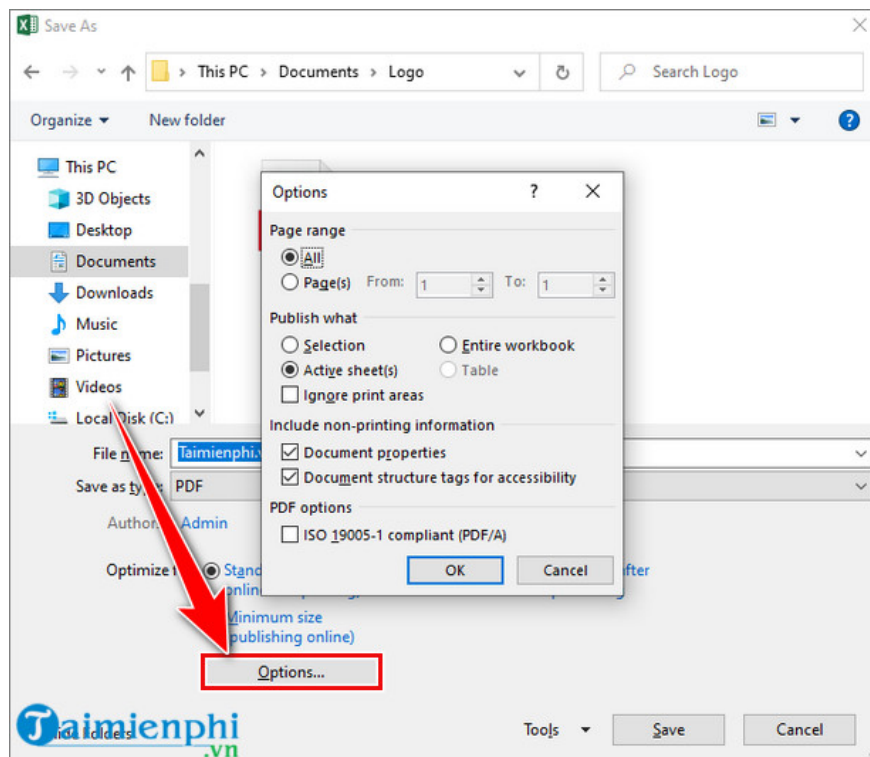
+ **Page range:** The range of worksheets.

+ **Publish what:**

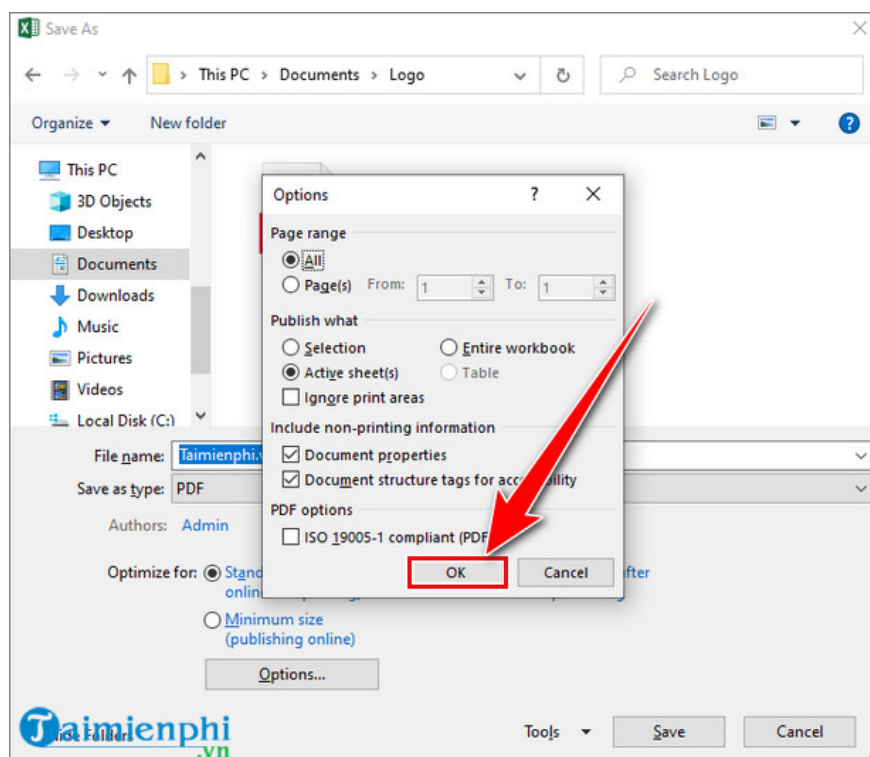
**Selection** - converts previously selected worksheets to PDF.

**Active Sheets** - converts only worksheets containing PDF data.

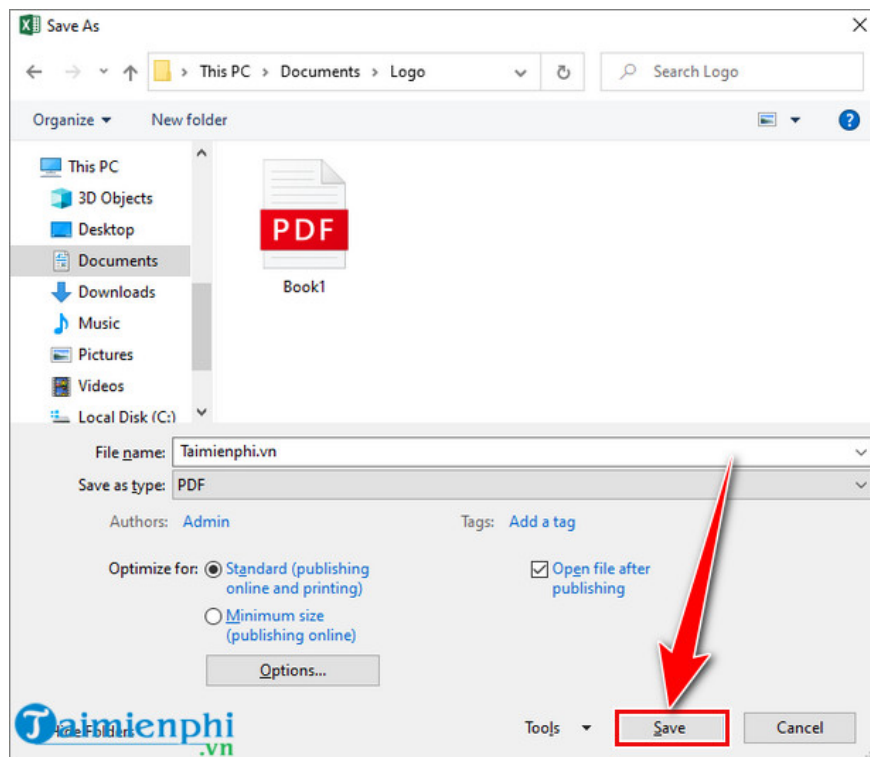
**Entire workbook** - converts the entire worksheet to PDF.



- **Step 6:** After completing the customizations, click **OK** to save the settings for the PDF file.



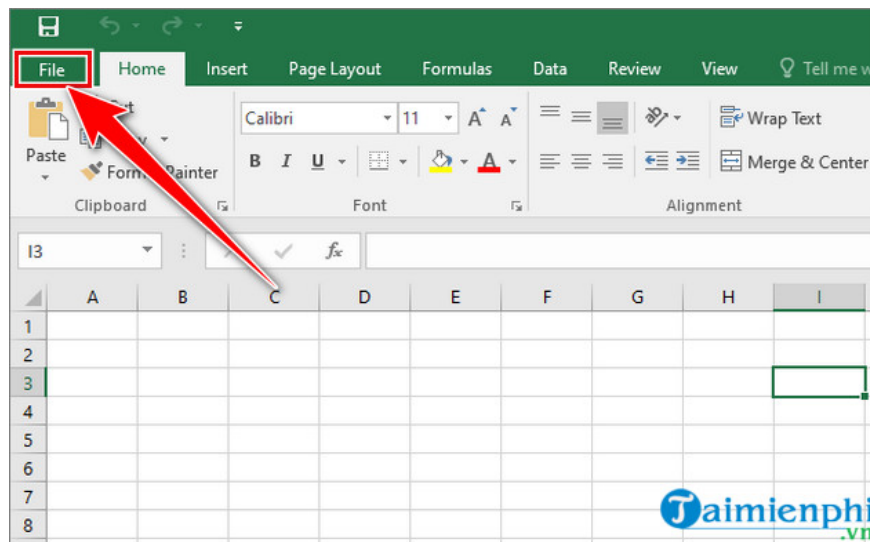
- **Step 7:** Click **Save** to complete converting the Excel file to PDF.



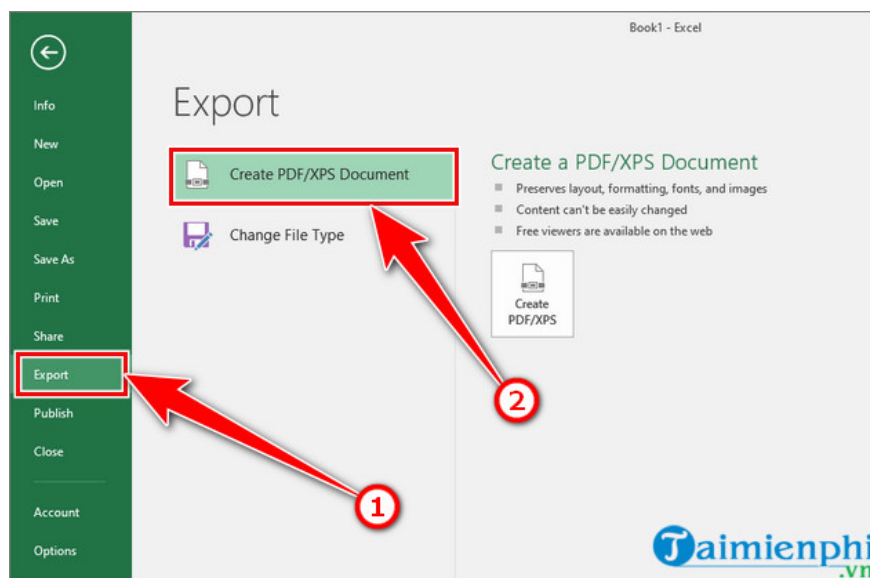
## ***Method 2. Export the Excel file as a PDF.***

Similar to the first method, you can export your Excel file as a PDF using the tools built into Microsoft Excel. To do this, you can follow these simple steps:

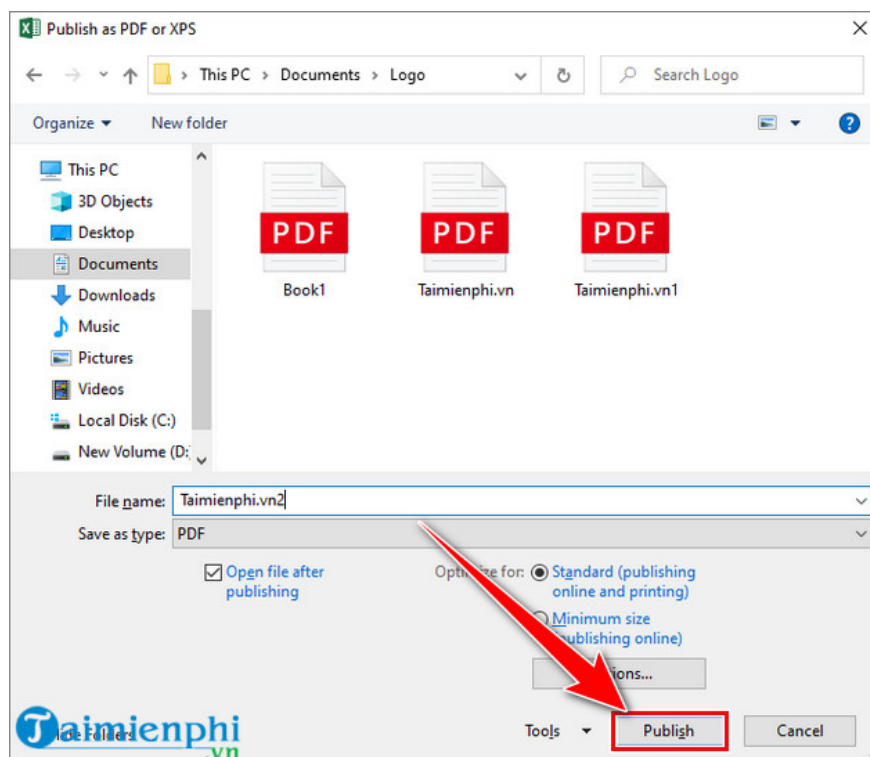
- **Step 1:** Open Excel on your computer and click on the File tab in the toolbar.



- **Step 2:** Select **Export** from the menu on the left side of the screen and click **Create PDF/XPS Document** .



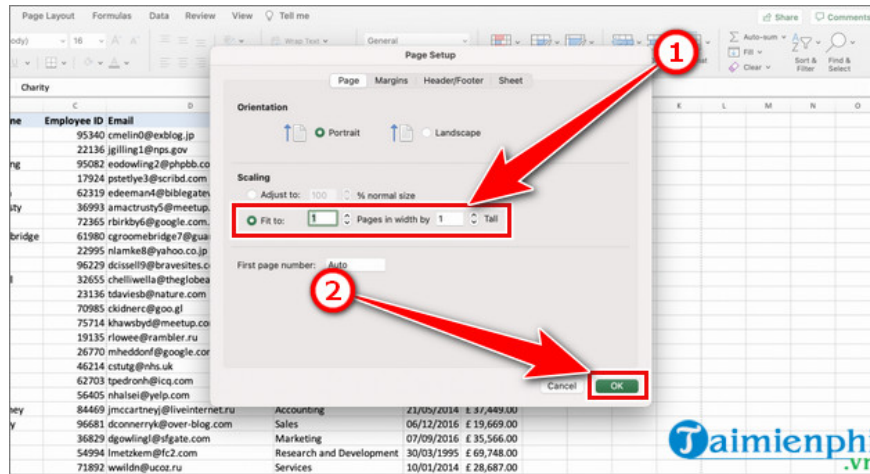
- **Step 3:** Choose a location to save the PDF file and click **Publish** to convert the Excel file to PDF.



### ***Method 3. Convert an Excel file to a single-page PDF?***

For Excel spreadsheets containing a lot of data, converting them to PDF format can cause the columns to spread across multiple pages, making them difficult to read. However, you can easily overcome this problem by converting the Excel file to a single-page PDF using the steps below:

- **Step 1:** Open the Excel file in Microsoft Excel.
- **Step 2:** Select the **Page Layout** tab on the toolbar and click the **Page Setup** option .
- **Step 3:** Under **Scaling** , select the **Fit to** option and set the value to 1 for both **Pages in width** and **Tall** , then click **OK** .



- **Step 4:** Then, apply one of the two methods above to convert the Excel file to PDF. Your spreadsheet will then span across a single page, as shown below.

First name	Last name	Employee ID	Email	Department	Start date	Salary
Charity	Melin	95340	cmelin0@exblog.jp	Human Resources	10/09/2009	£ 18,289.00
Jobina	Gilling	22136	cgilling1@nps.gov	Support	21/11/2021	£ 66,883.00
Enriqueta	O'Dowling	95082	eodowling2@pnpbb.com	Research and Development	23/09/1992	£ 69,784.00
Polly	Stetlye	17924	pstetlye3@scribd.com	Sales	15/02/1990	£ 69,589.00
Emilie	Deeman	62319	edeeman4@biblegateway.com	Sales	14/09/2002	£ 77,886.00
Annabel	MacTrusty	36993	amacrusty5@meetup.com	Services	17/10/2018	£ 28,189.00
Rogero	Birkyb	72365	rbirkyb6@google.com.hk	Accounting	30/05/1996	£ 28,487.00
Cate	Groomebridge	61980	cgroomebridge7@guardian.co.uk	Training	22/07/2000	£ 55,632.00
Noble	Lamke	22995	nlamke8@yahoo.co.jp	Support	05/06/2007	£ 38,046.00
Dannel	Cissell	96229	dcissell9@bravesites.com	Accounting	28/03/2005	£ 57,542.00
Cully	Helliwell	32655	chelliwella@theglobeandmail.com	Support	03/05/2021	£ 43,687.00
Thorvald	Davies	23136	tdaviesb@nature.com	Legal	02/07/1996	£ 44,162.00
Caltrin	Kidner	70985	ckidnerc@goo.gl	Sales	01/04/2006	£ 46,279.00
Karly	Hawsby	75714	khawsbyd@meetup.com	Services	18/08/2004	£ 72,635.00
Ryann	Lowe	19135	rloewe@rambler.ru	Business Development	15/02/2006	£ 48,221.00
Michaela	Heddon	26770	mheddonf@google.com.br	Sales	09/05/2017	£ 20,204.00
Corrienne	Stut	46214	cstutg@nhs.uk	Engineering	22/02/2006	£ 65,772.00
Tamiko	Pedron	62703	tpedronh@icq.com	Sales	01/05/1991	£ 28,673.00
Norry	Halse	56405	nhalsei@yelp.com	Legal	04/04/2010	£ 18,616.00
Jeff	McCartney	84469	jmcartneyj@liveinternet.ru	Accounting	21/05/2014	£ 37,449.00
Donny	Connerry	96681	dconnerryk@over-blog.com	Sales	06/12/2016	£ 19,669.00
Dougy	Gowling	36829	dgowling1@sfgate.com	Marketing	07/09/2016	£ 35,566.00
Lethia	Metzke	54994	lmetzkem@fc2.com	Research and Development	30/03/1995	£ 69,748.00
Wiatt	Wild	71892	wwildn@ucoz.ru	Services	10/01/2014	£ 28,687.00
Foster	Reinhard	56362	freinhardo@moonfruit.com	Accounting	20/03/2018	£ 48,207.00
Norrie	Harlett	60612	nharlett@un.org	Legal	08/01/1995	£ 48,207.00

After successfully converting Excel to PDF, if you want to convert it back, you can refer to the instructions on how to convert PDF to Excel online here.

Besides the methods above, you can also use third-party software to easily convert Excel files to PDF.

In summary, TipsMake has introduced readers to various ways to convert Excel files to PDF, along with detailed steps. We wish you success!

You finished reading the article "**How to convert Excel files to PDF for free, extremely simple**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

