

How to convert Excel files to PDF in Office 2016

If you want to convert your Excel file to PDF in Office 2016 for easier use but don't know how, please refer to the following guide on how to convert the file format while preserving the original formatting.

You probably know that PDF files are now widely used because computers and mobile devices like smartphones all support reading PDF files. Opening a PDF file after converting Excel to PDF will preserve the formatting when users open it on different devices. Others will not be able to edit the content in the file, nor will they be able to modify the formulas in the spreadsheet, unlike editing the original Excel file. This helps ensure copyright protection and data security.



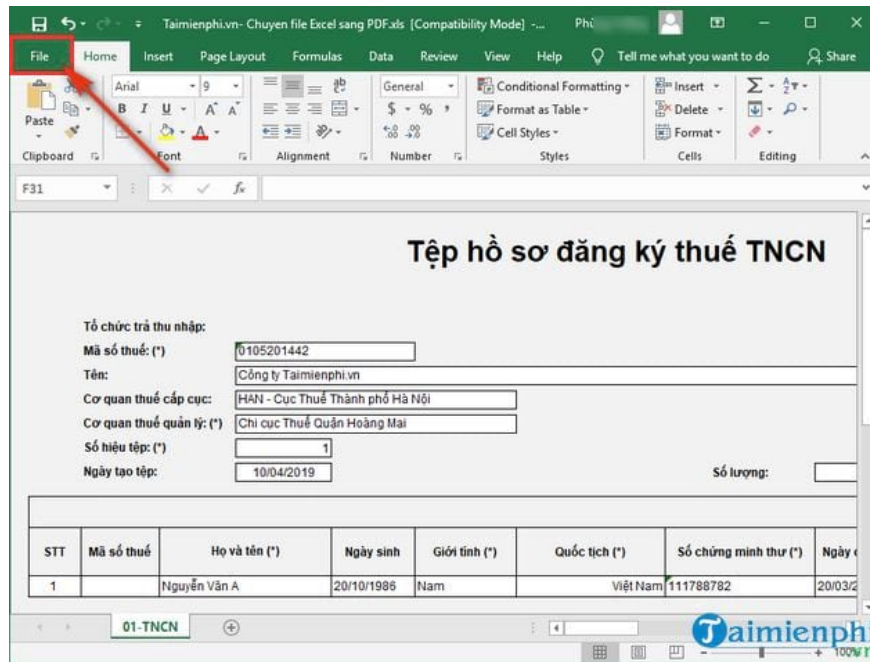
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Instructions on converting Excel files to PDF in Office 2016

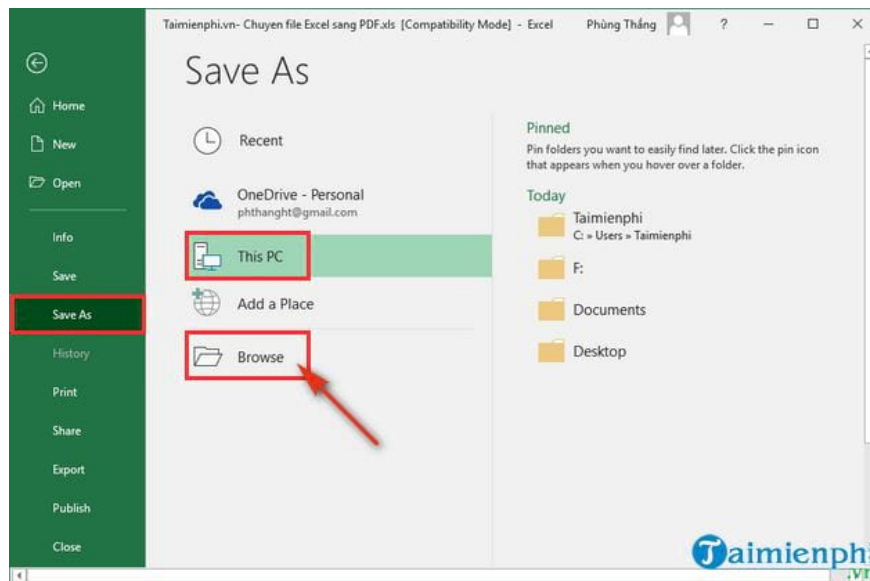
To convert an Excel file to PDF format, you can follow one of these two methods:

Method 1: Save the Excel file as a PDF in Office 2016

Step 1: Open the Excel file you want to convert to PDF. On the interface, click on the **File** menu .

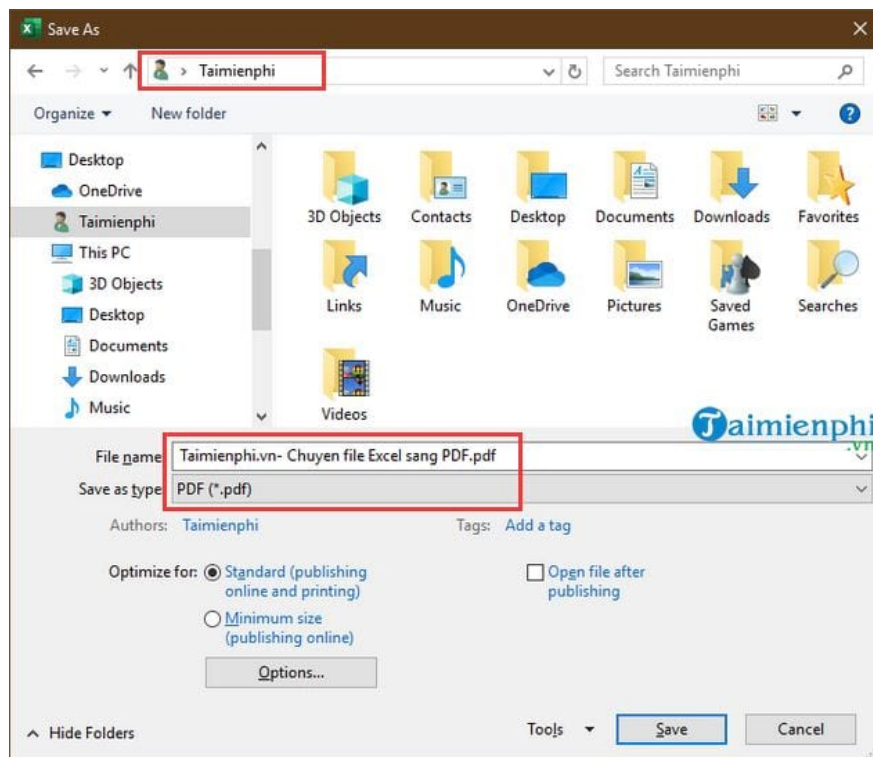


Step 2: Select **Save As** -> then choose a location/folder to save the file after you save it. If saving on your computer, select **This PC / Computer** or select **Browse to open the Save As** window.



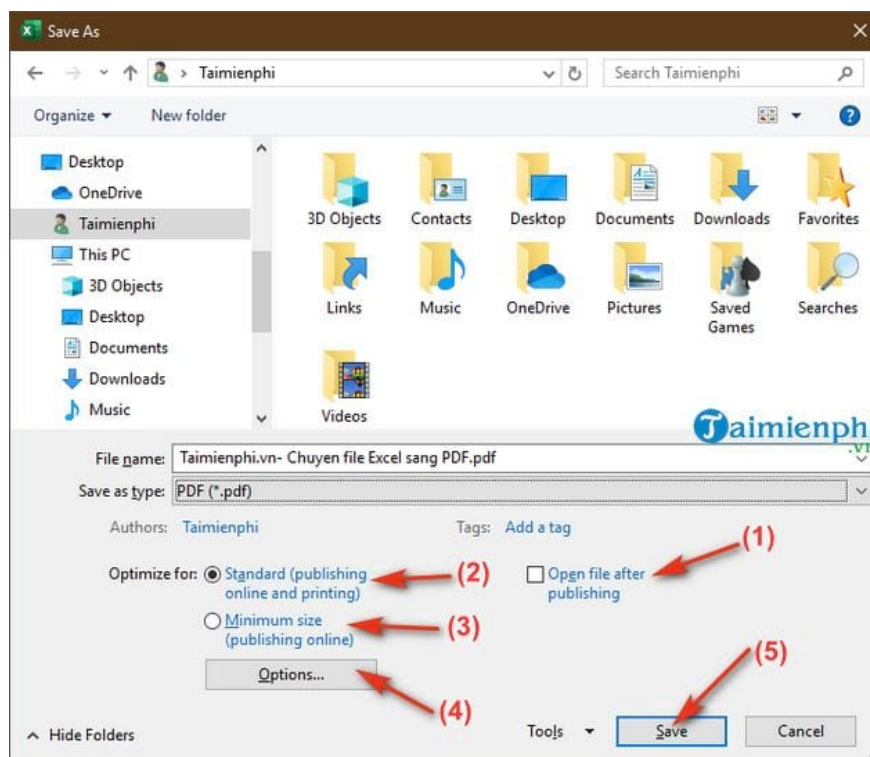
Step 3: In the **Save As** interface, proceed as follows:

- Choose a **folder to save the file** .
- Enter a name for the file in the **File name** field .
- In the **Save as type** field , select **PDF (*.pdf)** as the format.



Step 4: You will see some additional customization options appear -> you can proceed as follows:

- Check the **Open file after publishing** checkbox (1) if you want to open the file in PDF format immediately after saving it.
- Select **Standard (publishing online and printing)** (2) if your document requires high print quality.
- Select **Minimum size (publishing online)** (3) if the file size is more important than print quality.
- Select **Options** (4) to set some other customizations for the file if you want (e.g., set a password for the PDF file.).
- Press **Save** (5) to save the Excel file -> as PDF format.



Step 5: The process of converting the Excel file to PDF is complete. You can now open the PDF file to check and use it.

Method 2: Use the Export feature to generate a PDF file in Windows 2016.

This method follows similar steps to **converting a Word file to PDF in Office 2016** (see here). Below, we will briefly describe the steps for Excel 2016 .

Step 1 : Open the Excel file you want to convert to PDF. On the main interface, click on the **File** menu in the upper left corner.

Step 2: In the left-hand menu of the interface -> click **Export** -> select **Create PDF/XPS Document** -> then **Create PDF/XPS** .

Step 3: You will see the "**Publish as PDF or XPS**" interface appear -> select the folder to save the converted PDF file. If you want to set a password for the PDF file -> click on the "**Options** ." option at the bottom to set the password.

Step 4: Finally, click on **Publish** to convert the Excel file to PDF.

Above are two quick ways to **convert Excel files to PDF in Office 2016 while preserving the original data formatting**. Basically, both methods can also be applied to Word, so converting Word to PDF is done in much the same way as instructed above.

Good luck!

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