

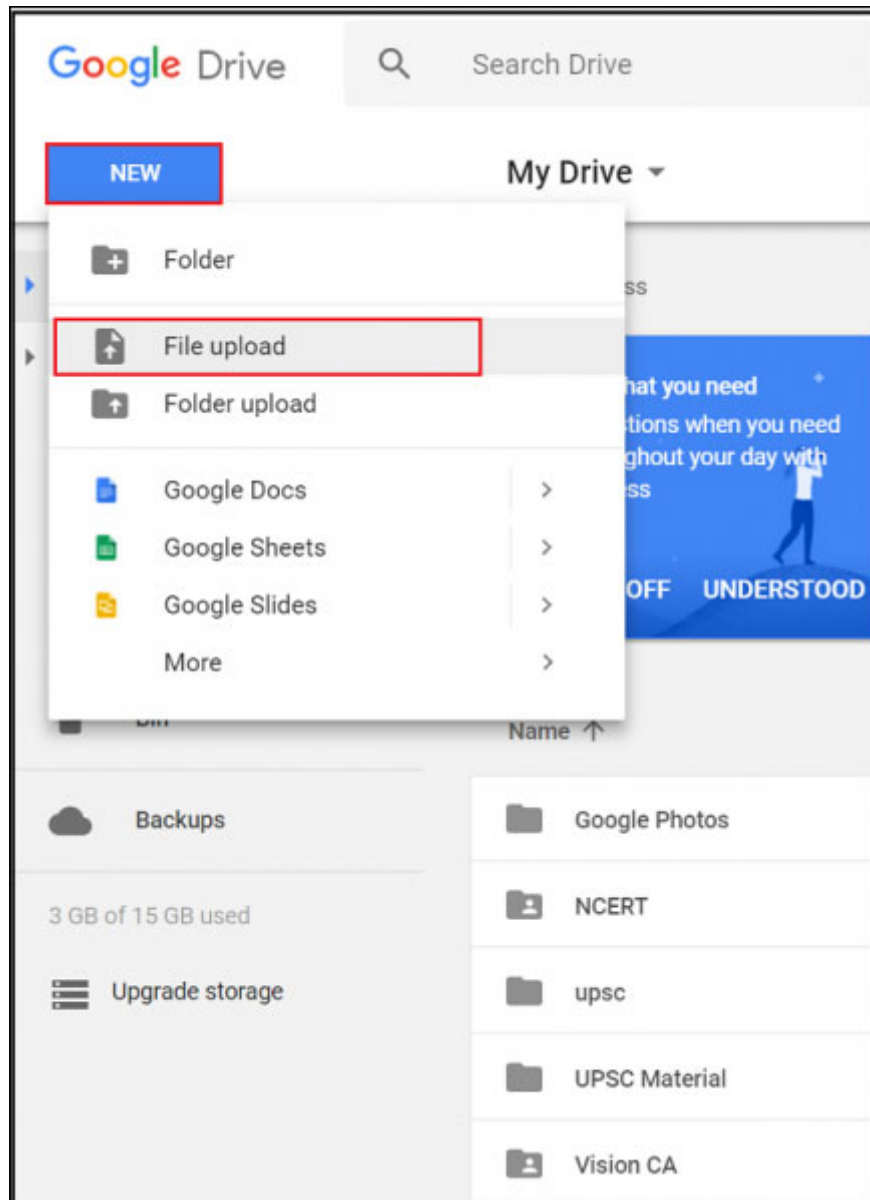
How to convert Excel files to PDF online using Google Drive

If you often use Microsoft Office Excel to share with colleagues, friends, there will probably be cases where you want to send Excel files in PDF format.

If you often use Microsoft Office Excel to share with colleagues, friends, there will probably be cases where you want to send Excel files in PDF format. Microsoft's default method is also quite simple, but you may not know there is another way to convert Excel files to PDF with Google Drive.

Step 1: Upload the Excel file into a Google Sheet file.

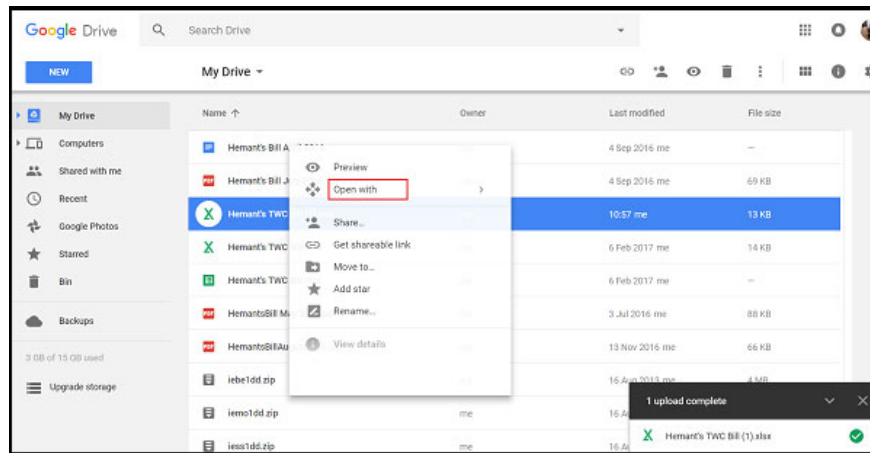
Log in to your Google Drive account and select the **New > File Upload** button .



Put Excel file on Google Drive as Google Sheet

Step 2: Open the uploaded file

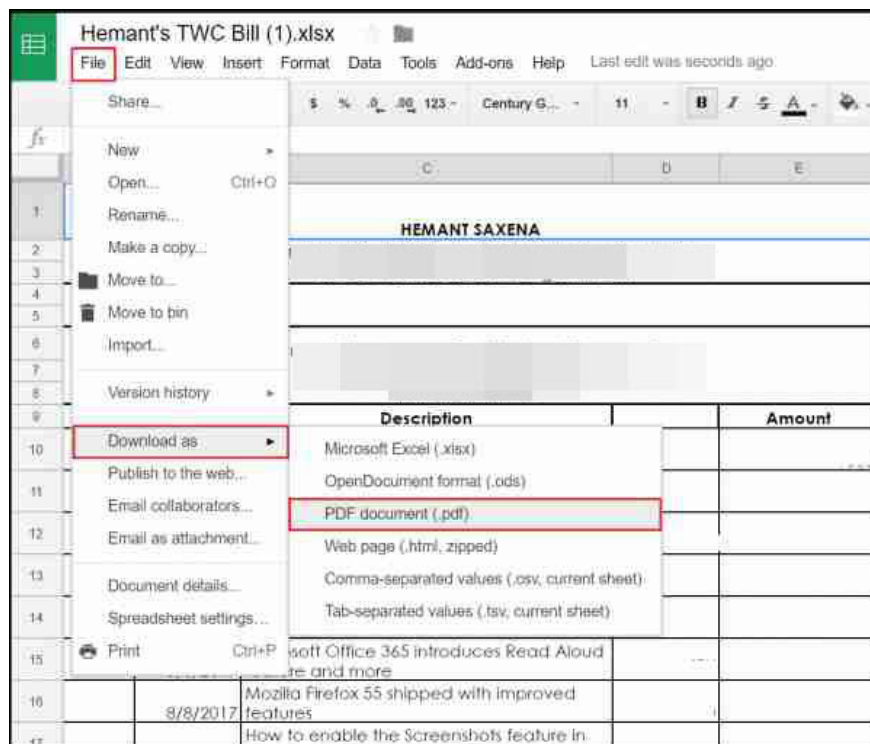
Then find the file on your computer and double click to upload it. Once successfully uploaded, go back to Google Drive and find the file, right-click and select **Open with Google Sheets** .



Open Excel file with Google Sheets

Step 3: Download the Excel file as PDF

Now you just need to click on **File** and select **Download as PDF** to download Excel file as PDF. Go to the confirmation screen, just select **Export**.



Download the converted Excel file to PDF

If you don't know the default Microsoft Office conversion method then this is the way. From the **File** on Excel's ribbon bar, select **Save As** and double-click **This PC** . Then from the **Save As** window, choose where you want to save the file and PDF format for the file and then select **Save** as done.

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