

How to convert Excel to PDF, convert Excel files to PDF quickly, keep the right format

Please refer to this article to know how to convert Excel files to PDF quickly, keeping the right format. Here are two ways to convert Excel files to PDF quickly that you can refer to convert.

PDF files are widely used simply because on computers or smart mobile devices now support reading PDF format. In addition, the PDF file will retain the format when opened in different devices, people will not be able to edit the calculation formula on the same spreadsheet as the Excel file so it preserves the data better.

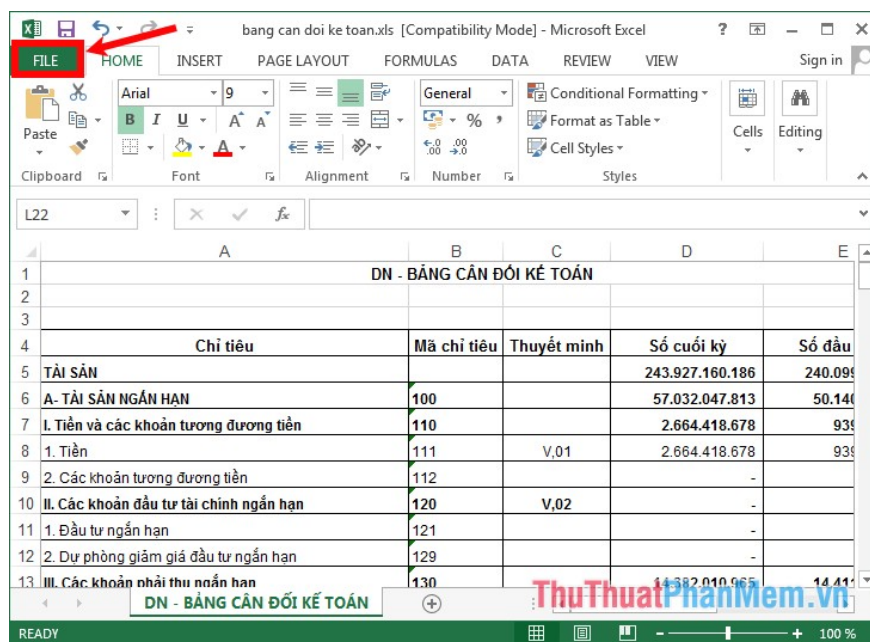
You want to convert Excel to PDF for your convenience, but you do not know how to convert Excel to PDF? Please refer to this article to know how to convert Excel files to PDF quickly, keeping the right format.



Here are two ways to convert Excel files to PDF quickly that you can refer to convert.

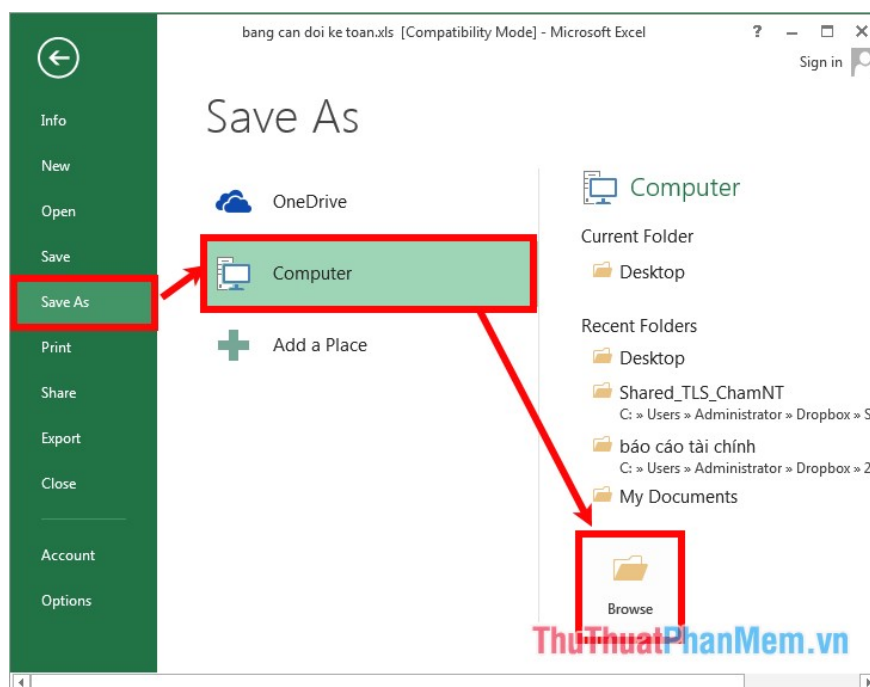
Method 1: Save the Excel file as a PDF file using Microsoft Excel

Step 1: Open the Excel file you want to convert to PDF, on the interface you select File.



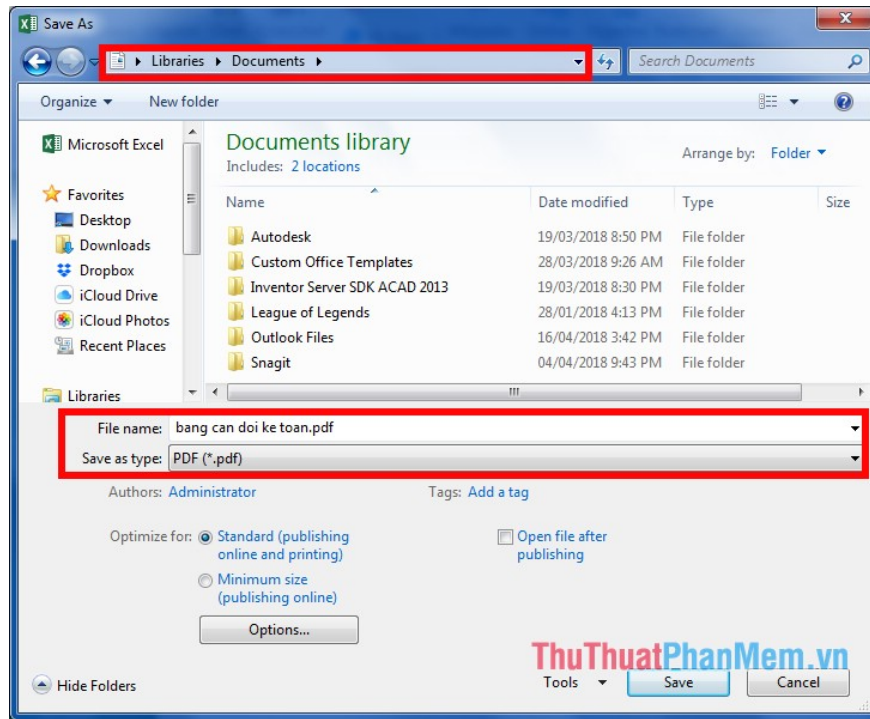
Step 2 : Select Save As.

With Excel 2013 and Excel 2016 you have to choose a location and folder containing the file after saving. If saved on your computer, select **Computer** -> **Browse** to open the **Save as** dialog box .



Step 3 : In the Save As dialog box :

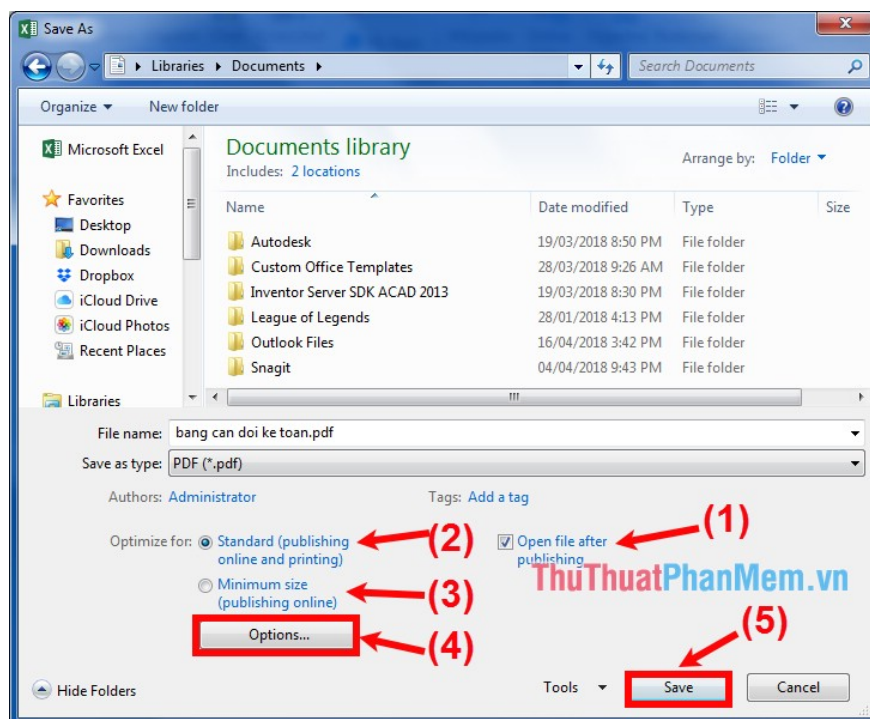
1. Select the folder to save the file.
2. Enter a name for the file in the **File name** section .
3. In the Save as type section, select **PDF (*.pdf)**



Step 4: Appear some custom you:

1. Select the **Open file after publishing** checkbox (1) if you want to open the file in PDF format right after saving.
2. Select **Standard (publishing online and printing)** (2) if the document requires high print quality.
3. Select **Minimum size (publishing online)** (3) if file size is more important than print quality.
4. Select **Options** (4) to set some other customizations for the file.

Click **Save** (5) to save the Excel file as a PDF file.



Method 2: Convert Excel files to PDF online

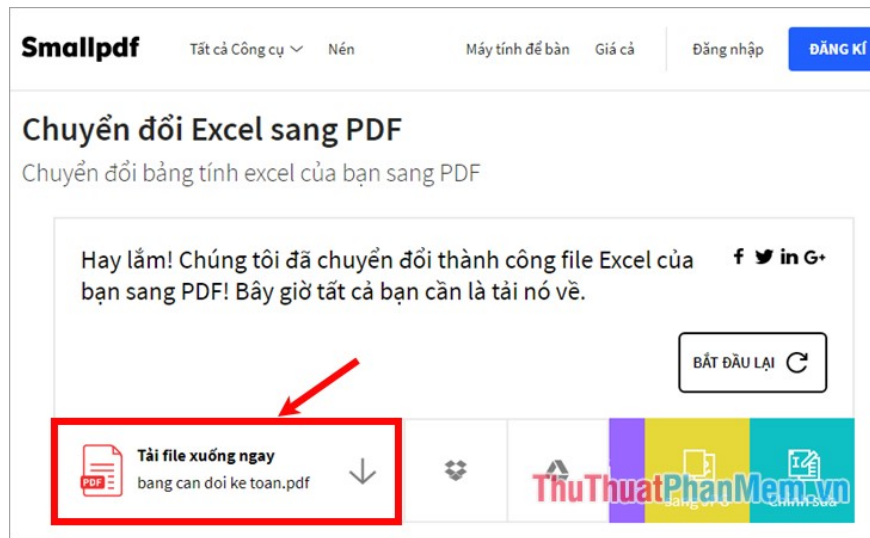
<https://smallpdf.com/en/excel-to-pdf>

Step 1: You access the website <https://smallpdf.com/en/excel-to-pdf> on the interface you have 4 ways to choose the Excel file to transfer:

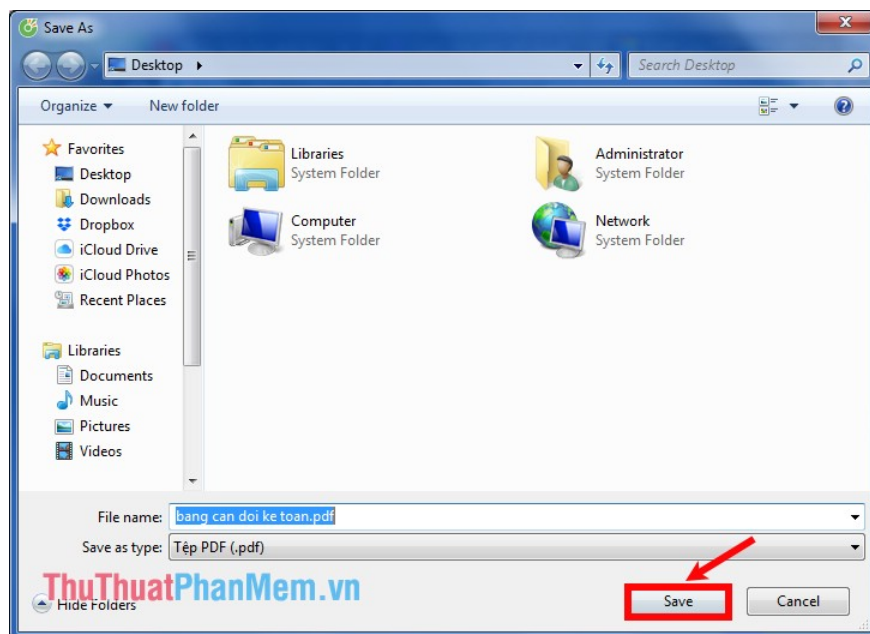
1. Drag and drop Excel files directly to the green area.
2. Select **Choose file** and navigate to the folder containing the file and select the Excel file to be transferred.
3. Select **FROM DROPBOX** to select the file saved on the dropbox.
4. Select **FROM GOOGLE DRIVE** to select a file saved on google drive.



Step 2 : After selecting the file, Smallpdf will upload the file and automatically convert it to PDF, when there is a notice of success, click **Download file now**.



The **Save As** dialog box appears, select the folder to save the file and click **Save** to save the PDF file to your computer.



Open the converted PDF file, you see the data is still in the same format as the Excel file

DN - BẢNG CÂN ĐỐI KẾ TOÁN

Chi tiêu	Mã chi tiêu	Thuyết minh	Số cuối kỳ
TÀI SẢN			243,927,160,186
A- TÀI SẢN NGẮN HẠN	100		57,032,047,813
I. Tiền và các khoản tương đương tiền	110		2,664,418,678
1. Tiền	111	V,01	2,664,418,678
2. Các khoản tương đương tiền	112		-
II. Các khoản đầu tư tài chính ngắn hạn	120	V,02	-
1. Đầu tư ngắn hạn	121		-
2. Dự phòng giảm giá đầu tư ngắn hạn	129		-
III. Các khoản phải thu ngắn hạn	130		14,382,010,965
1. Phải thu khách hàng	131		10,203,460,848
2. Trả trước cho người bán	132		1,487,648,909
3. Phải thu nội bộ ngắn hạn	133		
4. Phải thu theo tiến độ kế hoạch hợp đồng xây dựng	134		-
5. Các khoản phải thu khác	135	V,03	3,206,043,733
6. Dự phòng phải thu ngắn hạn khó đòi	139		(515,142,525)
IV. Hàng tồn kho	140		35,764,557,852
1. Hàng tồn kho	141	V,04	35,764,557,852
2. Dự phòng giảm giá hàng tồn kho	149		(18,274,318)

So you know how to convert Excel files to PDF quickly, keep the same format as on Excel spreadsheets. Good luck!

You finished reading the article "**How to convert Excel to PDF, convert Excel files to PDF quickly, keep the right format**" 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.