

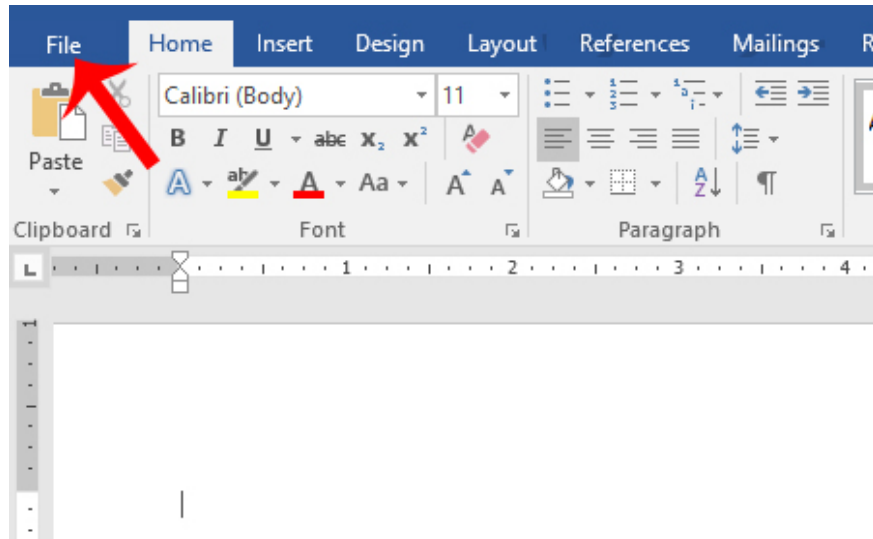
How to convert Office documents to PDF on Microsoft Office 2016

To be able to convert documents or spreadsheet data into PDF format on Microsoft Office 2016, we can use the features available in Word or Excel

The need to convert data files to PDF format is not uncommon. Therefore, there are many online tools or applications that help us convert Word and Excel files to PDF. If you are using Microsoft Office 2016, you can use the built-in feature to be able to convert Office documents to PDF format.

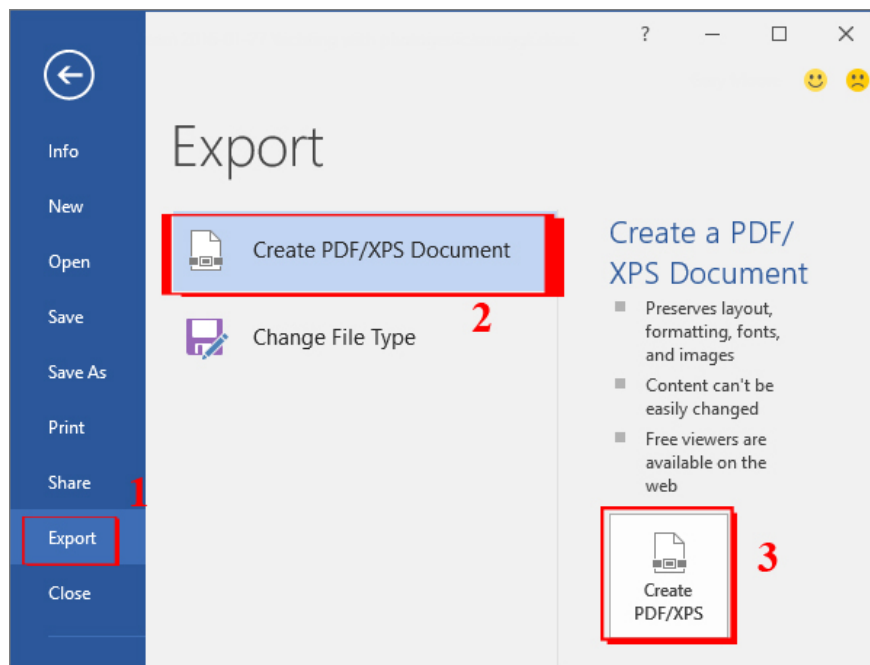
Step 1:

Open Word or Excel 2016 documents to convert to PDF format. At the main interface, click **the File menu** on the top left of the interface.



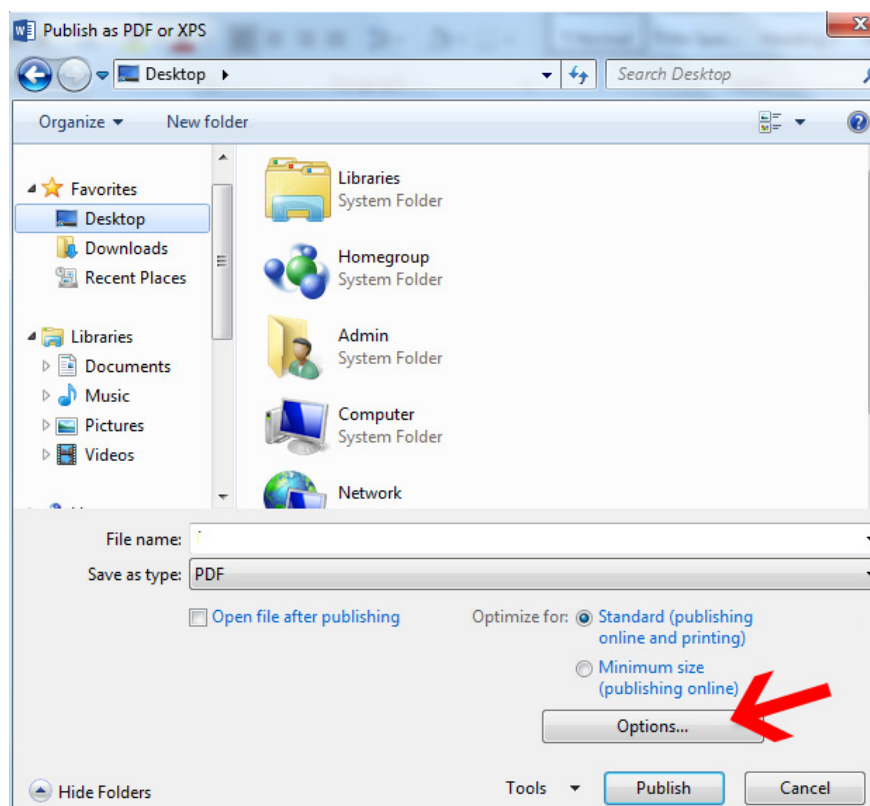
Step 2:

At the left side menu with the new interface, click **Export> Create PDF / XPS Document> Create PDF / XPS**



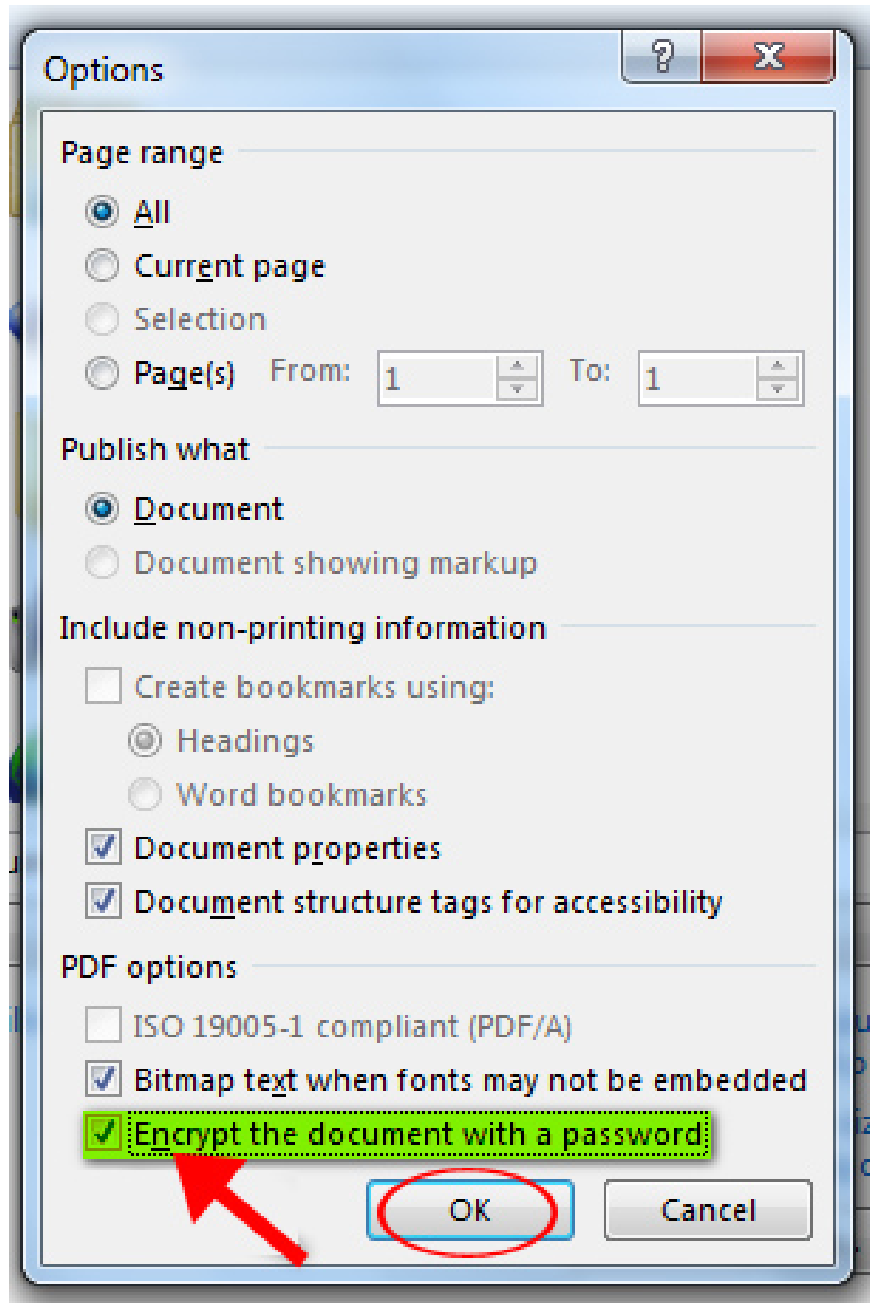
Step 3:

A new dialog box appears. Here, we can choose the folder where the PDF document will be saved after the transfer. If you want to set a password for a PDF file, click **Options** . right below.



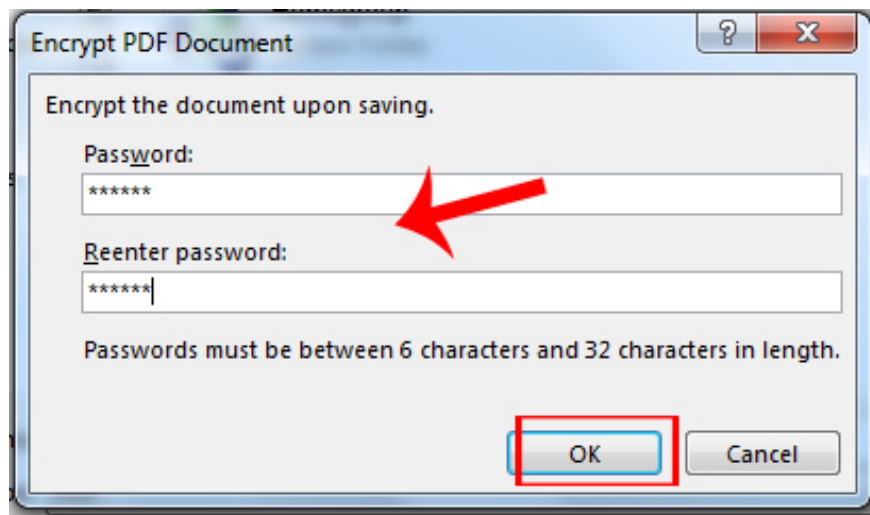
Step 4:

Check the **Encrypt the document with a password box** and click **OK** to continue.



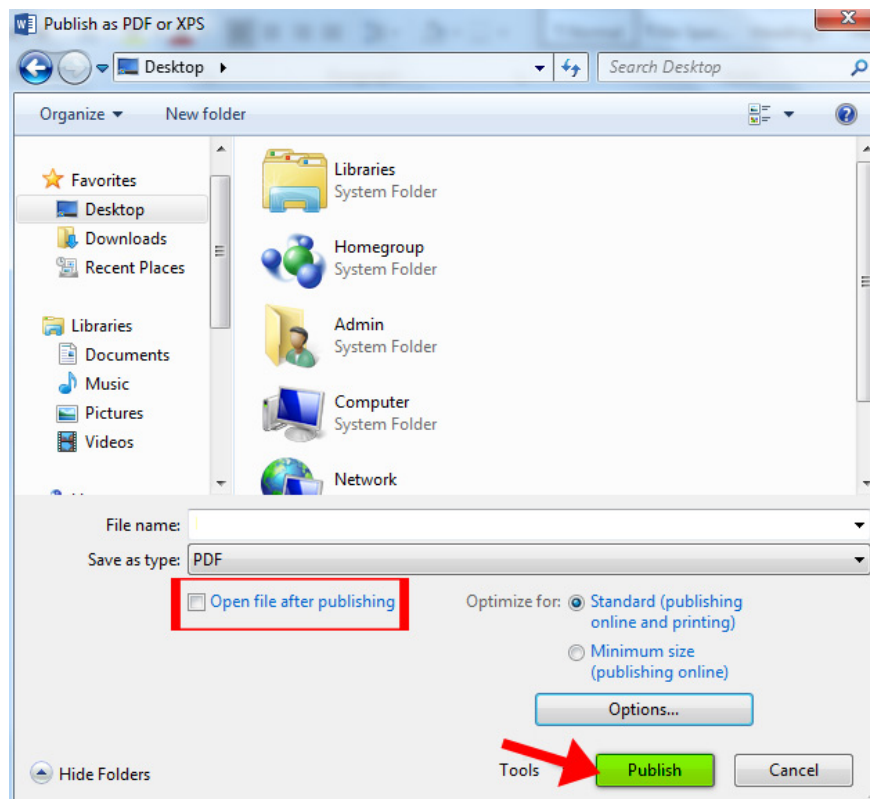
Step 5:

A small window **Encrypt PDF Document** appears . We will enter the password twice for the PDF file we want to secure and click **OK** to save the setting.



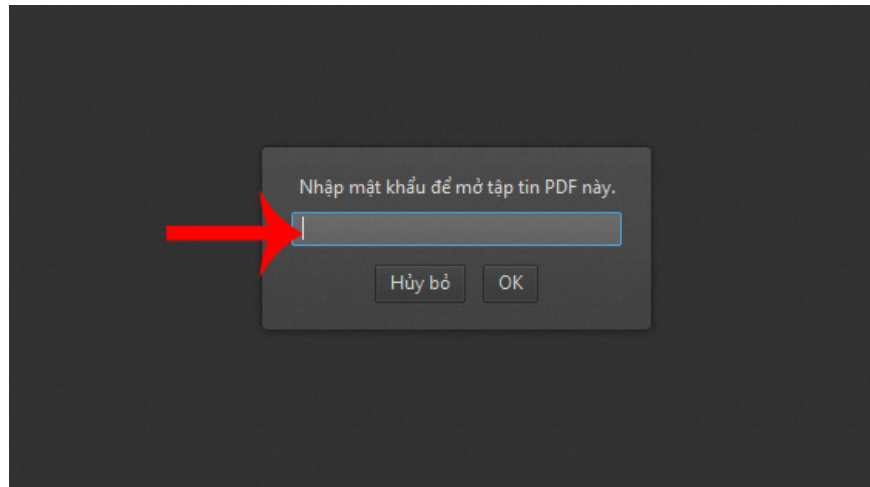
Step 6:

If you do not want to automatically open the PDF file after moving it, uncheck the box in the **Open file after publishing** box. Next, click on **Publish** to convert Word and PDF file formats to PDF with secure password mode.



Step 7:

After completing the conversion process, you can open the new PDF file. If the password file is set, enter the password and click **OK** to open it.



Above is a guide on how to convert Word or Excel data into PDF, with features available in Office 2016. In the conversion process, we can create a password to secure the file if required.

Refer to the following articles:

1. Instructions for installing and using Office 2016
1. Useful tips on Microsoft Word 2016
1. How to recover a corrupted or lost Word 2016 document

I wish you all success!

You finished reading the article "**How to convert Office documents to PDF on Microsoft Office 2016**" 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.