

How to create PDF files from Word, Excel, Powerpoint files simply and quickly

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Due to the needs of the work sometimes you need to convert Word, Exel, PowerPoint file formats to PDF format because of the advanced features of the PDF format. So *how to create PDF from Word, Exel, PowerPoint files simply and quickly* ? Let's **TipsMake.com** go find out offline.

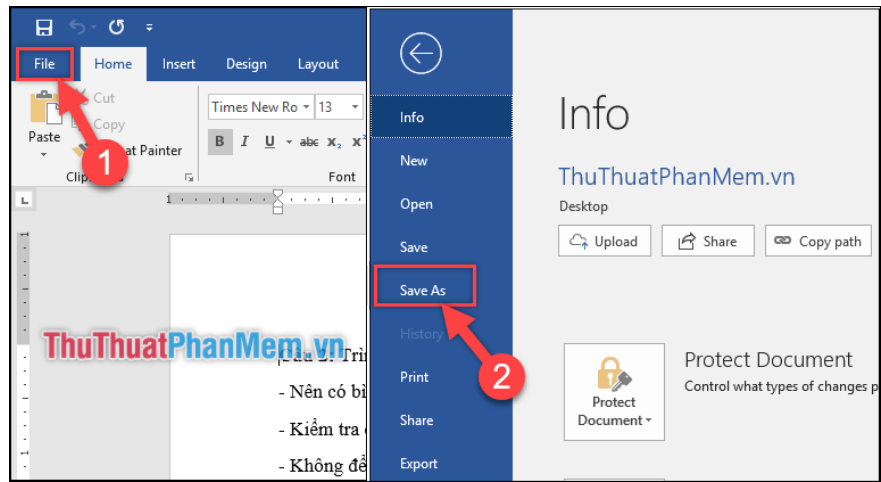


Option 1: Use the software Word, Exel, PowerPoint .

Microsoft now has a built-in way to save PDF files into tools like Word, Excel and PowerPoint. In the following example I made how to create PDF from Word. You perform the following steps:

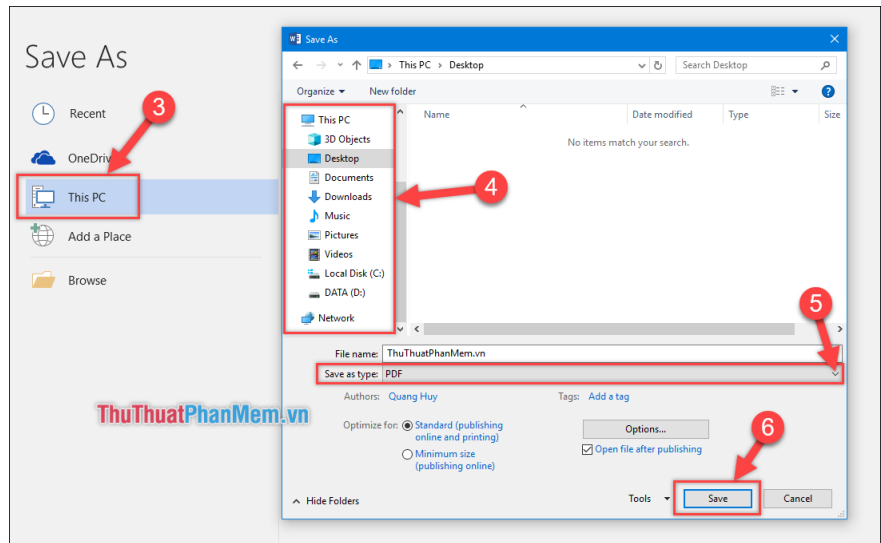
Step 1 : Open the file you want to convert the file to.

Step 2 : Click the **File** tab in the left corner of the software (1) ? Select **Save As** (2).



Step 3 :

- (3) Double click on *This PC*.
- (4) Here you select the folder you want to save the PDF file.
- (5) In the *Save as type section* , You select the *PDF* format .
- (6) Then press *Save*.



So, the Word file has been converted to PDF format. For Excel and PowerPoint files you also do the same.

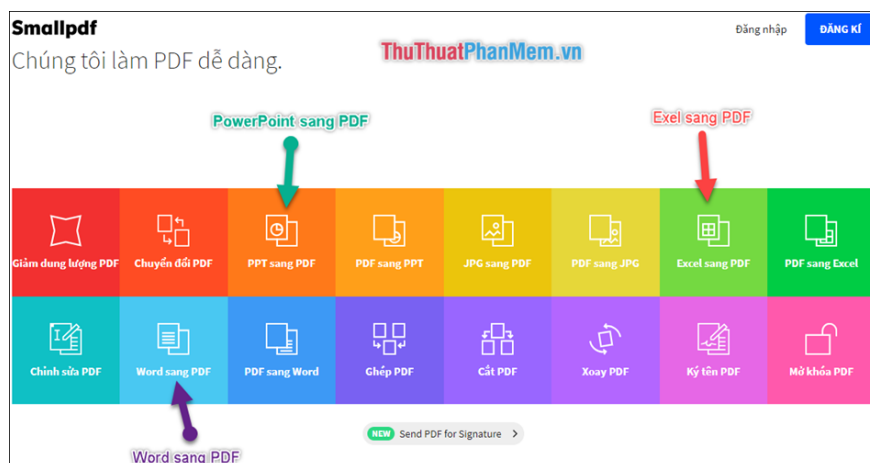


Method 2: Use the online website SmallPDF

You access the site by the link: <https://smallpdf.com/en>

The website is supported in Vietnamese so it is very easy for you to use. You choose the right tool for your work and follow the steps of the website guide.

The drawback of this Web site is that you can only use 2 conversions in a day.



So TipsMake.com has introduced to you two ways to create PDF files from Word, Excel, PowerPoint files simply and quickly. I wish you successful implementation. Thank you for watching!

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