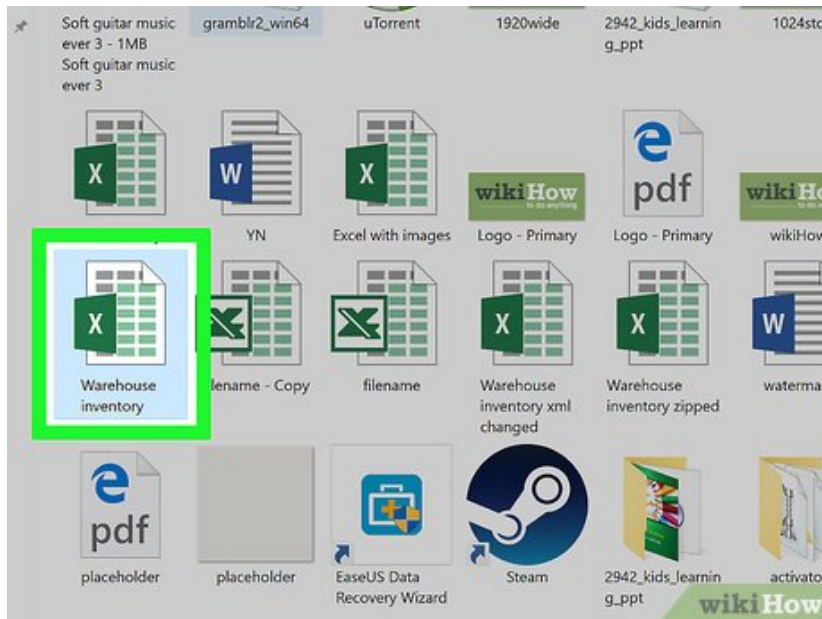


# How to Reduce Size of Excel Files

This wikiHow teaches you how to reduce the amount of storage a Microsoft Excel file uses by removing some formatting, compressing images and saving the file in a more efficient format. Open a Microsoft Excel file. Do so by double-clicking...

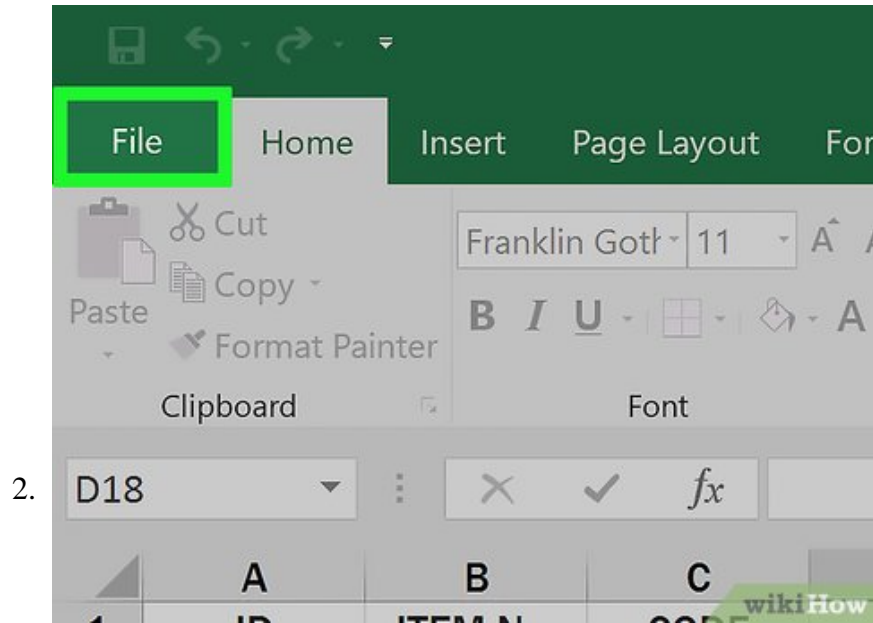
Part 1 of 6:

## Saving as a Binary File

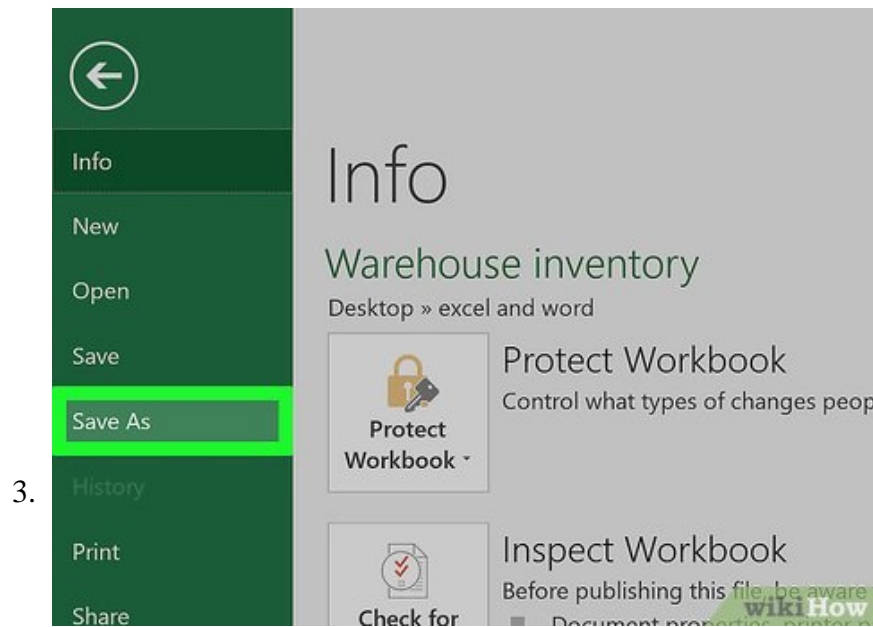


1.

**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.

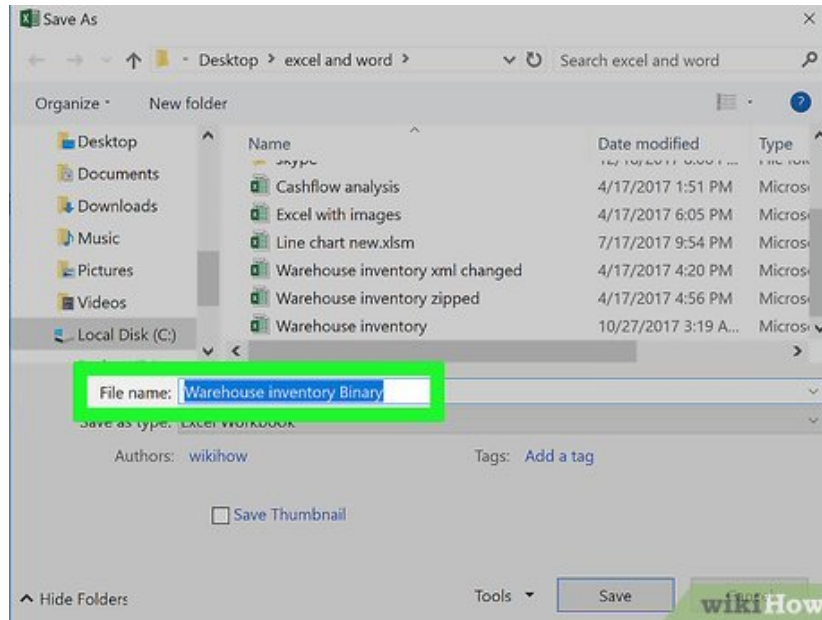


Click **File**.



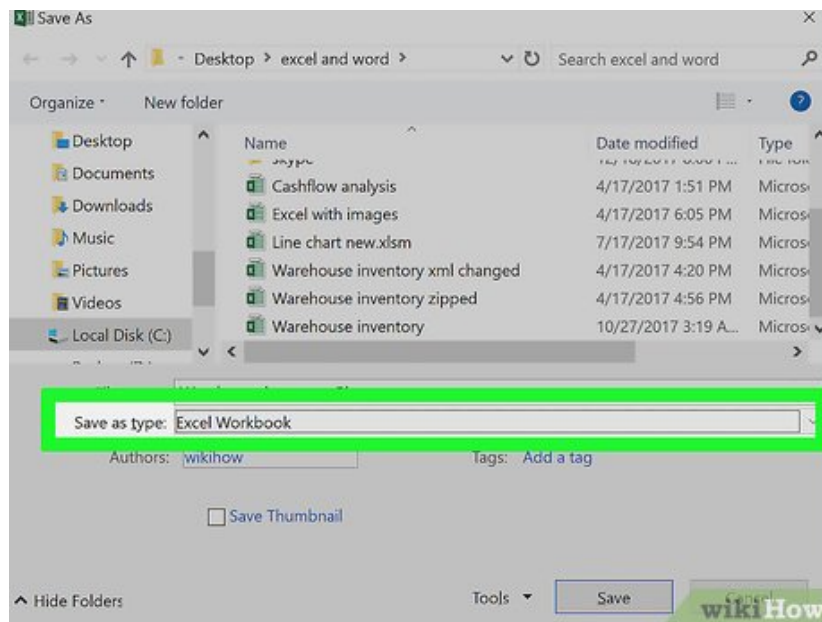
Click **Save As...**.

4.



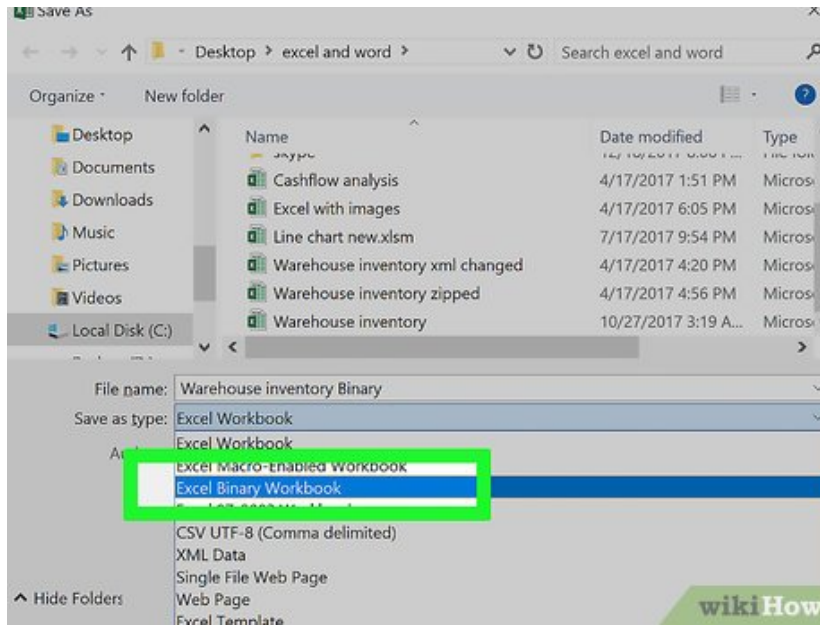
**Type a file name.**

5.



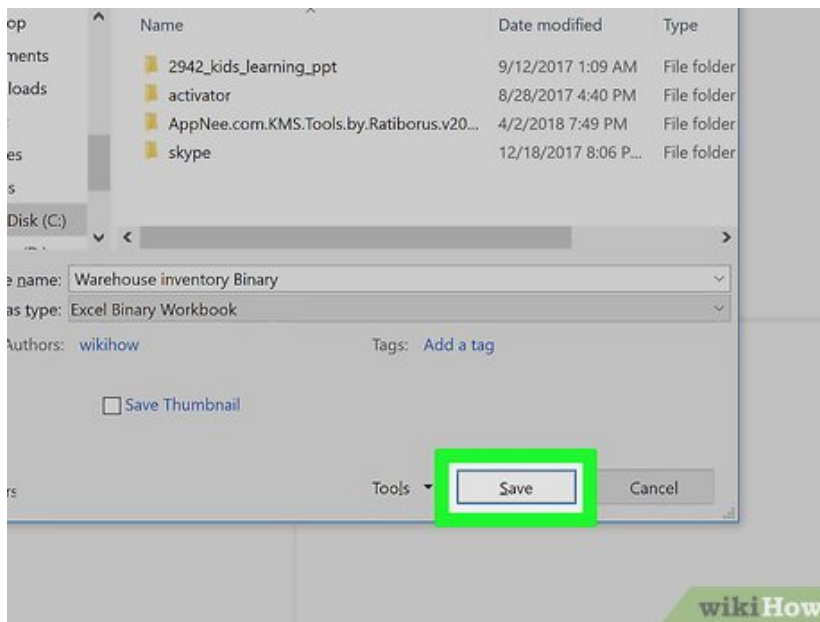
**Click the "File Format:" drop-down.**

6.



Click **Excel Binary Workbook** under "Specialty Formats." Files saved in this format are considerably smaller than standard .xls files.

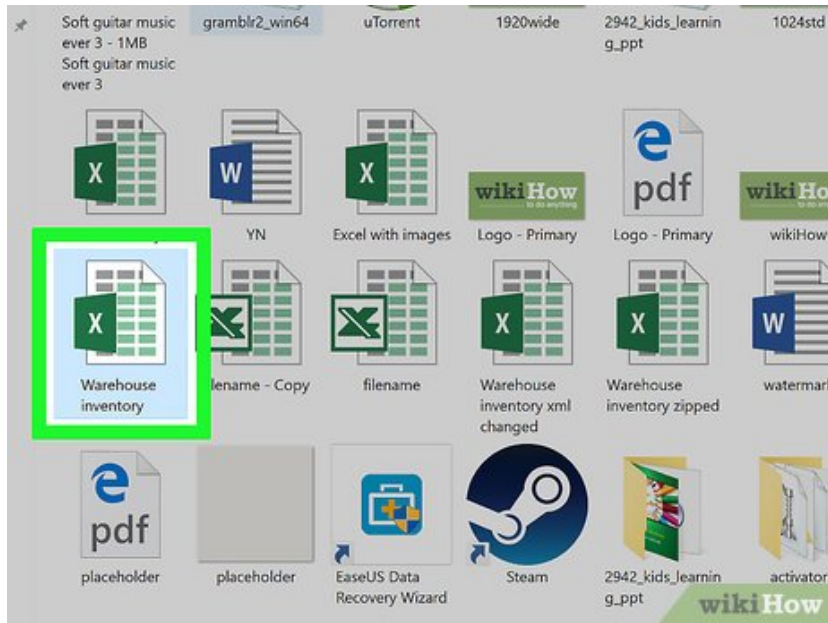
7.



Click **Save**. The smaller Excel file will be saved on your computer.

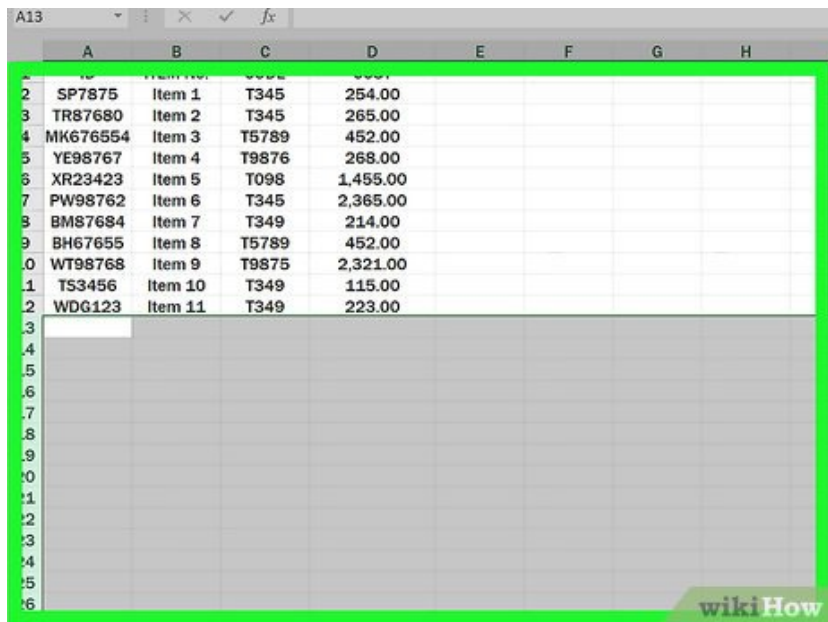
Part 2 of 6:

## Removing Formatting from Empty Rows and Columns



1.

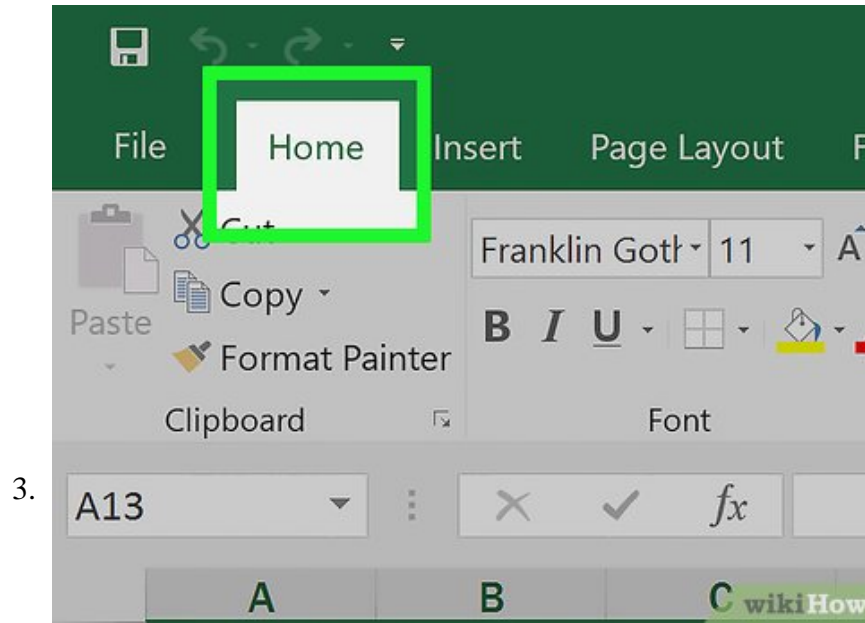
**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.



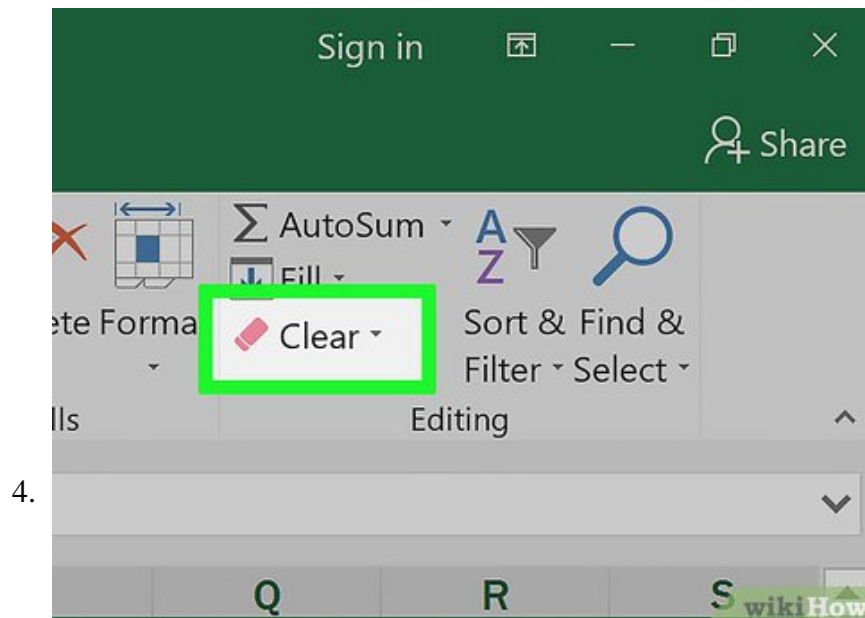
2.

**Select all empty rows.** To do so, click on the first empty row number, then press and hold **Ctrl** + **Shift** + **↓** (Windows) or **⌘** + **Shift** + **↓** (Mac).

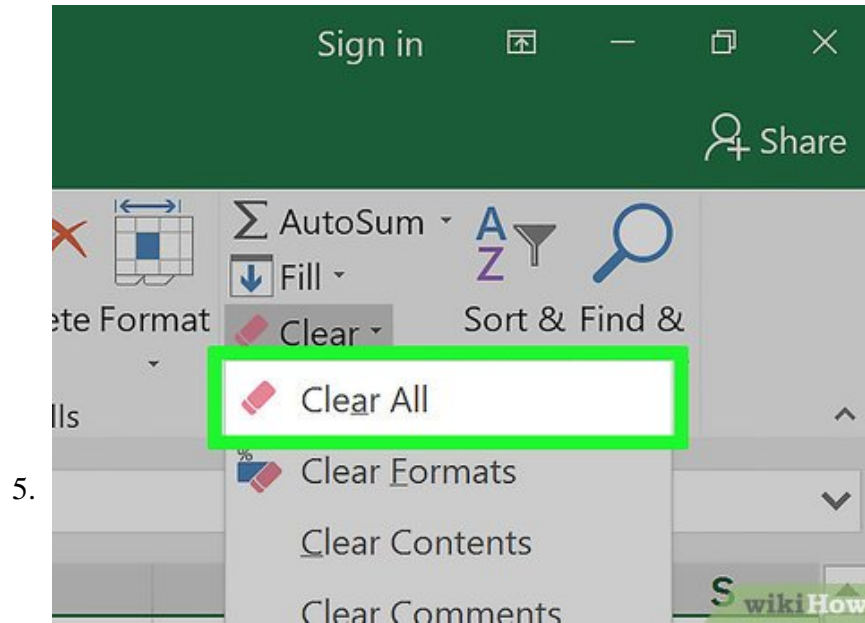
1. The arrow keys are in the lower-right corner of most keyboards.



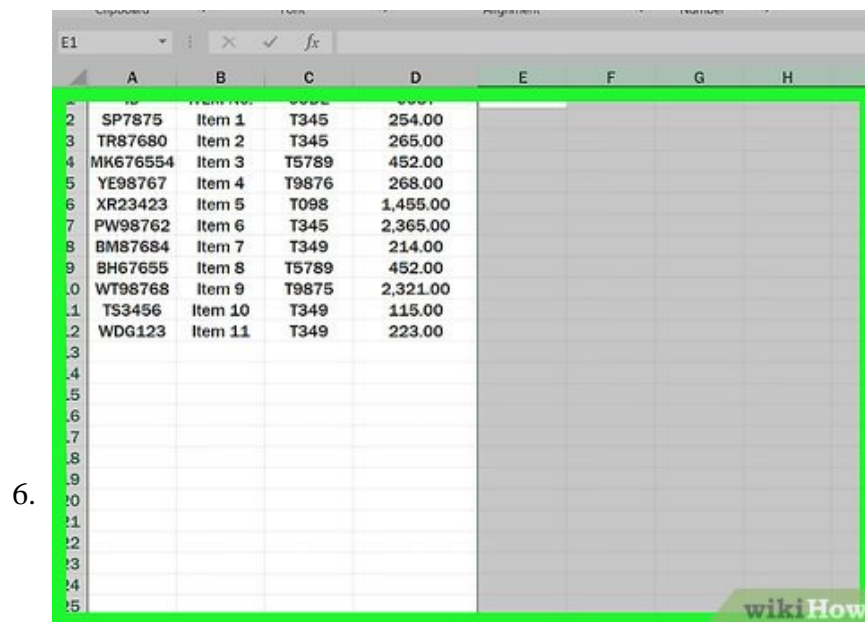
Click on the **Home** tab (Windows) or **Edit** in the menu bar (Mac).



Click **Clear**.

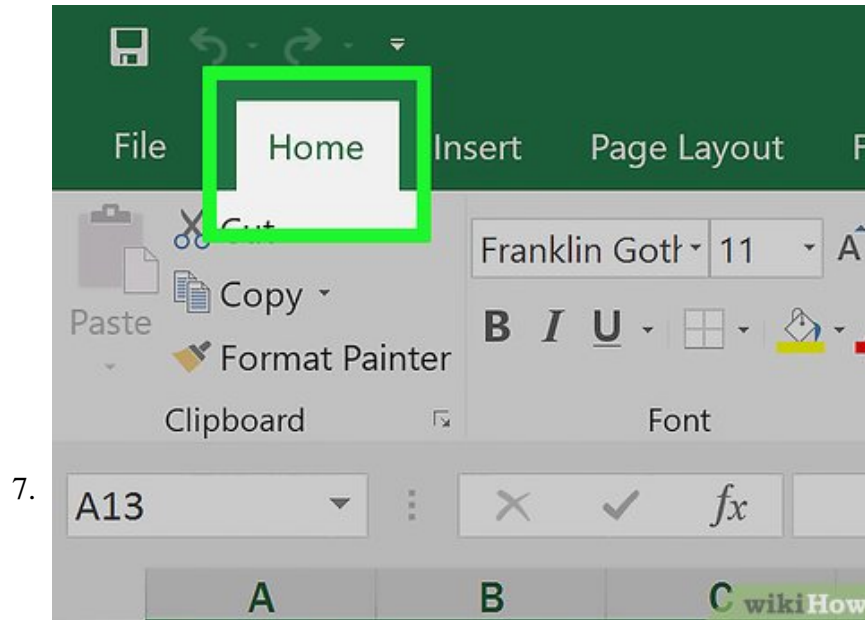


Click **Clear All** (Windows) or **Format** (Mac). This clears unnecessary formatting from cells that are not being used.

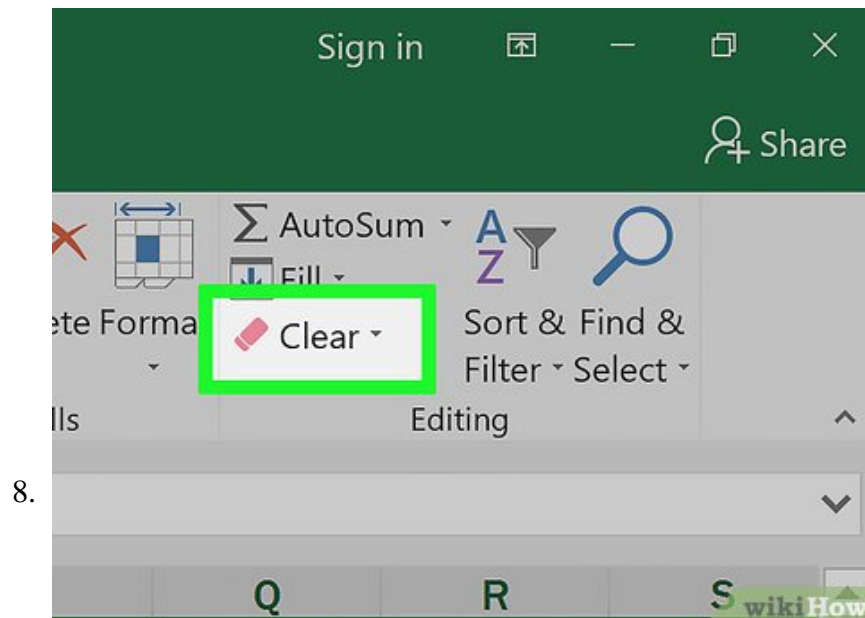


**Select all empty columns.** To do so, click on the first empty column letter, then press and hold **Ctrl** + **Shift** + **→** (Windows) or **⇧** + **→** + **⇧** (Mac).

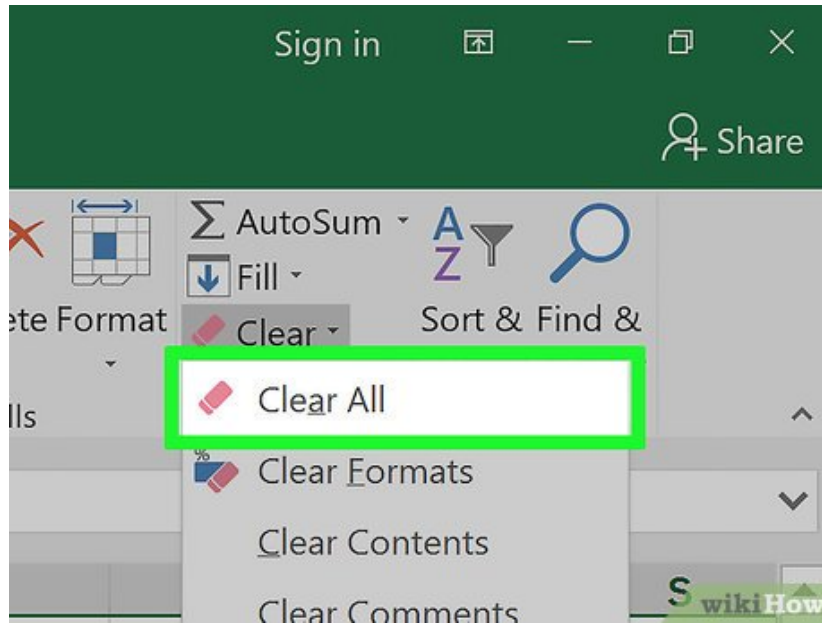
1. The arrow keys are in the lower-right corner of most keyboards.



Click the **Home** tab (Windows) or **Edit** in the menu bar (Mac).



Click **Clear**.



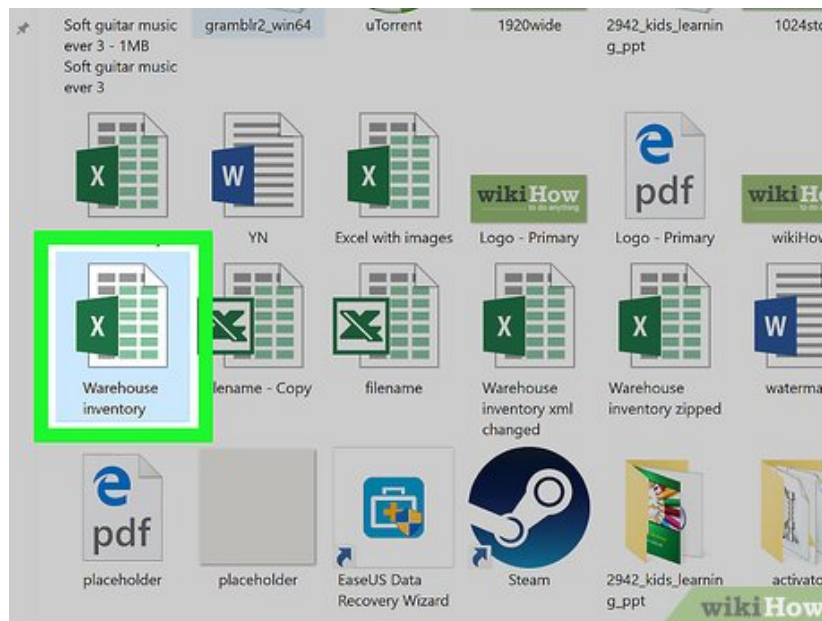
9.

Click **Clear All** (Windows) or **Format** (Mac). This clears unnecessary formatting from cells that are not being used.

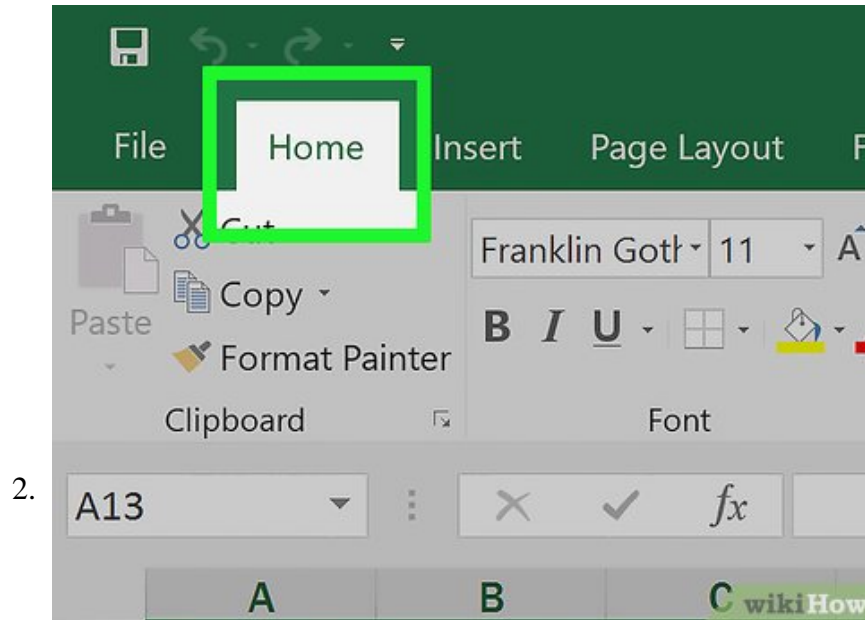
Part 3 of 6:

## Remove Conditional Formatting

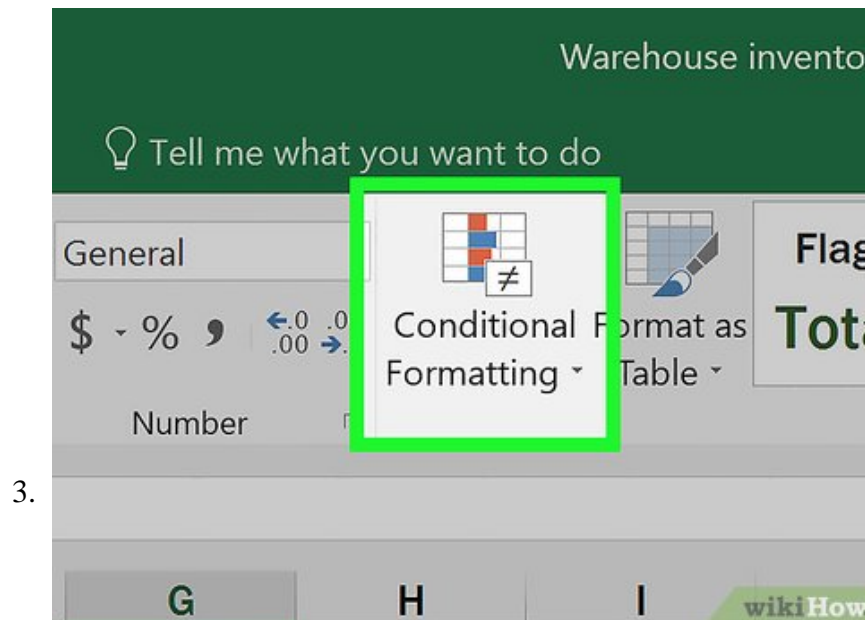
1.



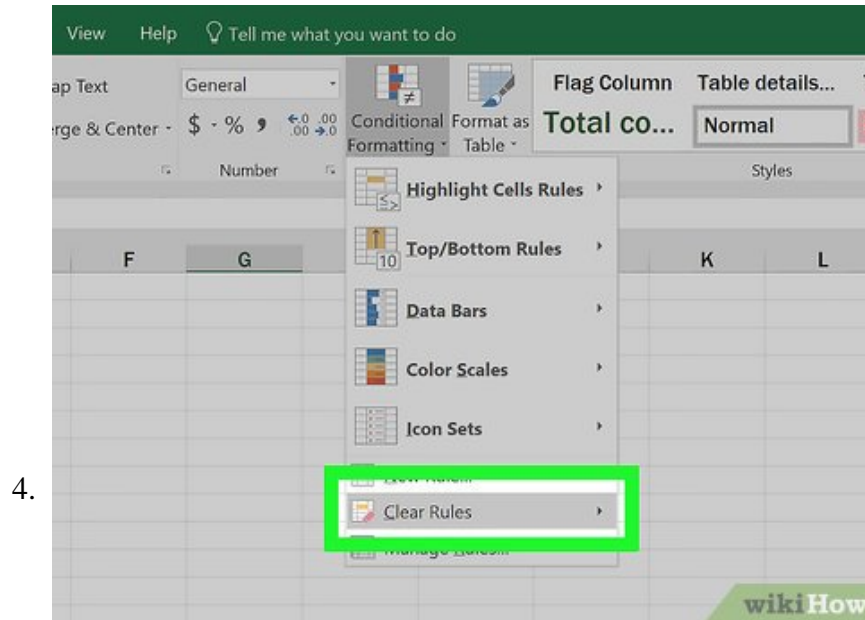
**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.



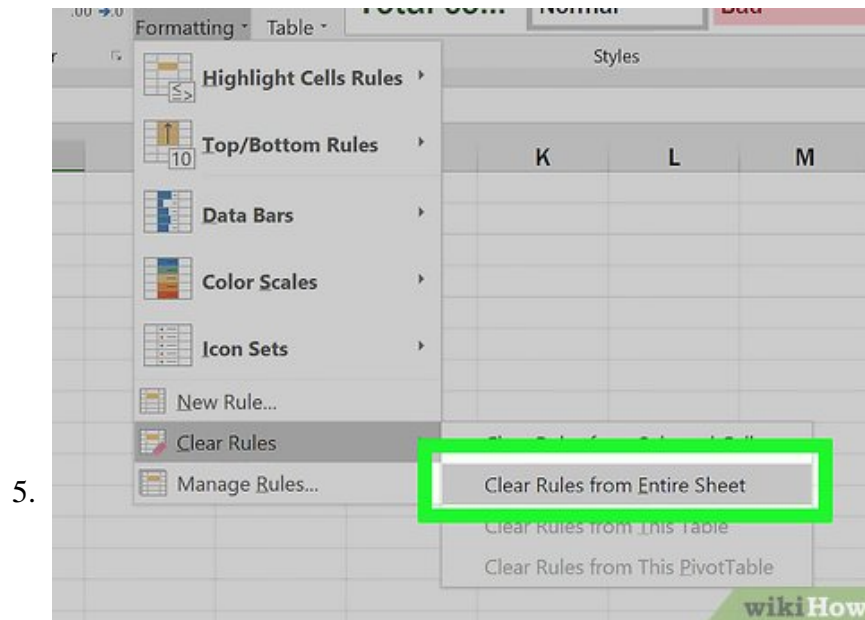
Click the **Home** tab at the top of the screen.



Click **Conditional Formatting**. It's in the "Styles" part of the ribbon.



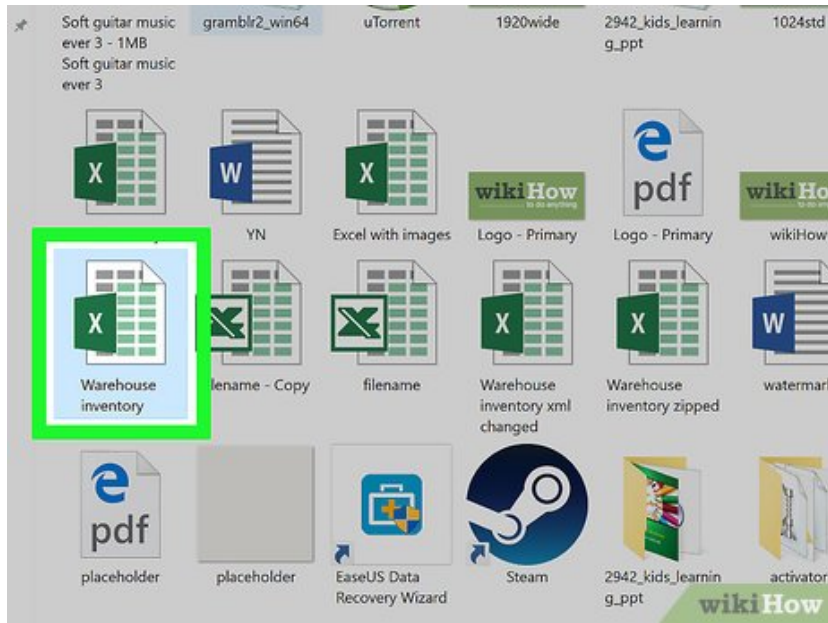
Click **Clear Rules**.



Click **Clear Rules from Entire Sheet**.

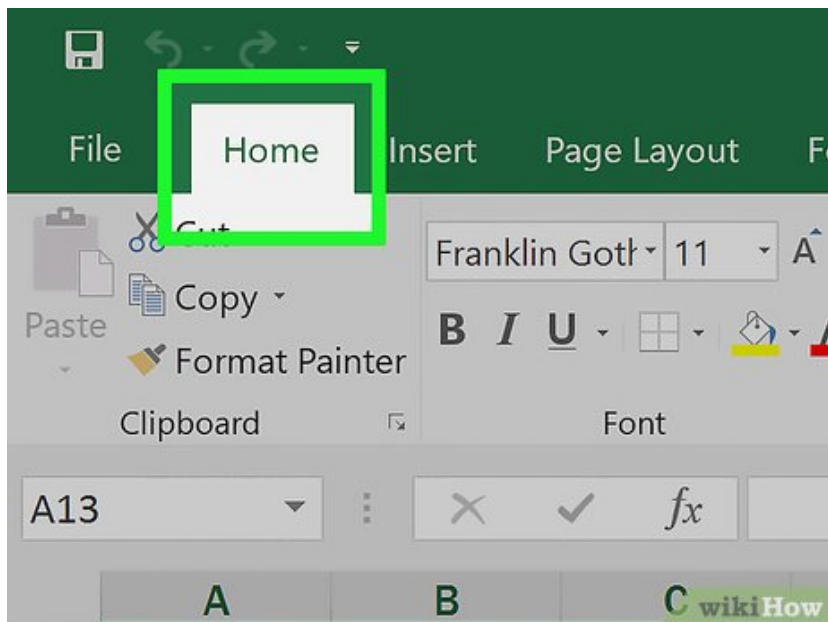
Part 4 of 6:

## Removing Formatting from Empty Cells in Windows



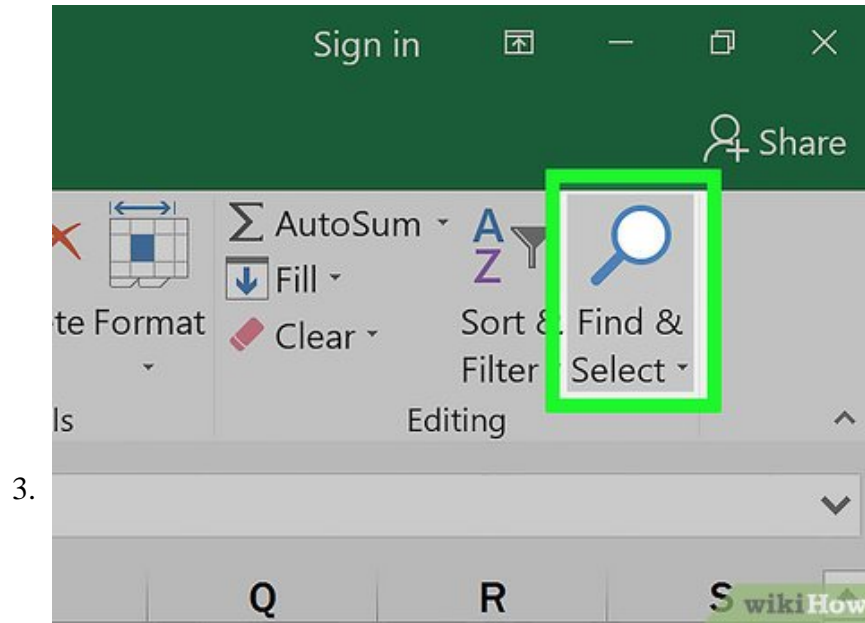
1.

**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.

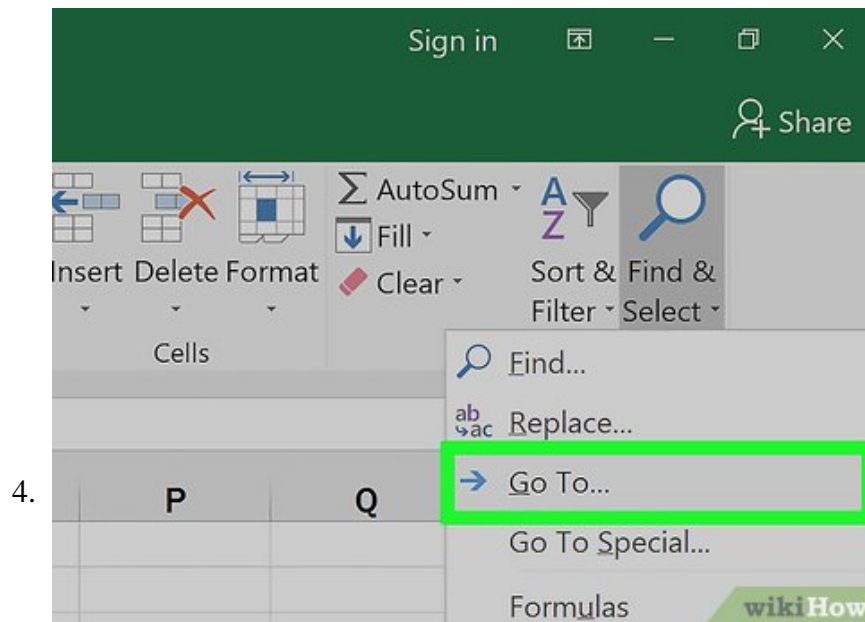


2.

**Click the **Home** tab at the top of the screen.**

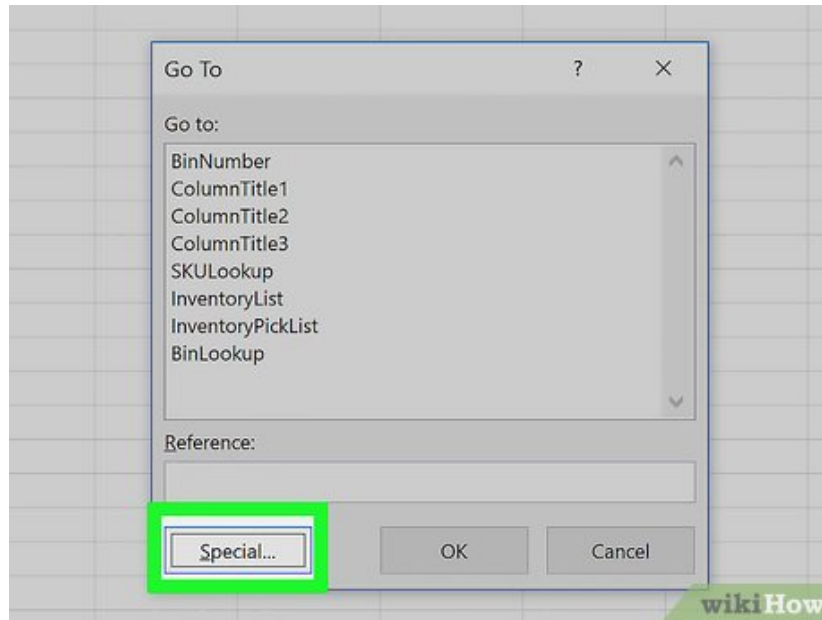


Click **Find & Select**. It's in the "Editing" part of the ribbon.



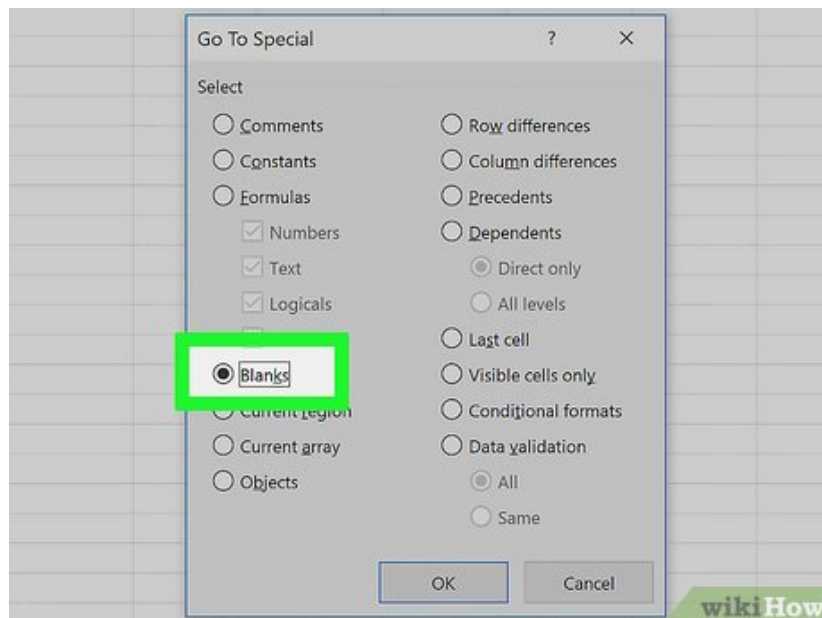
Click **Go To...**.

5.

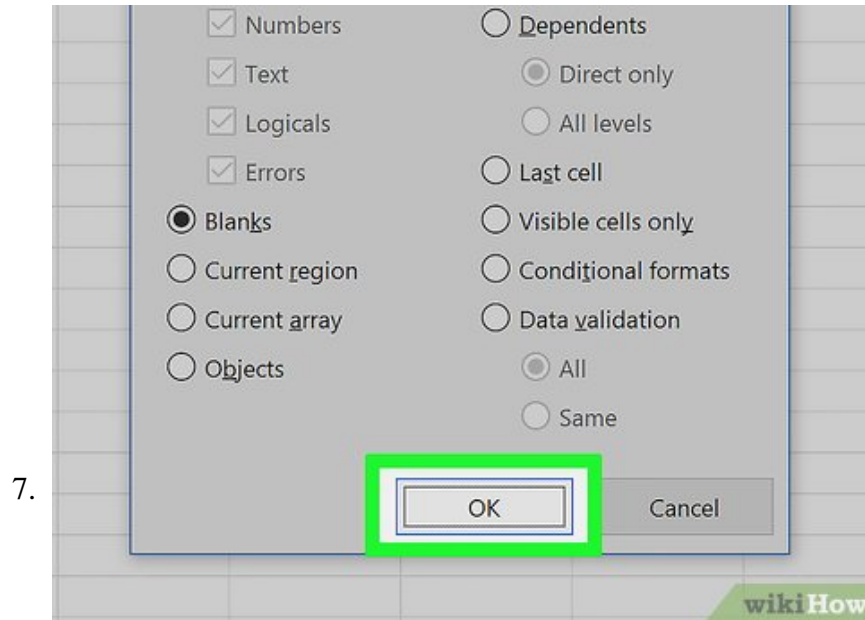


Click **Special...**.

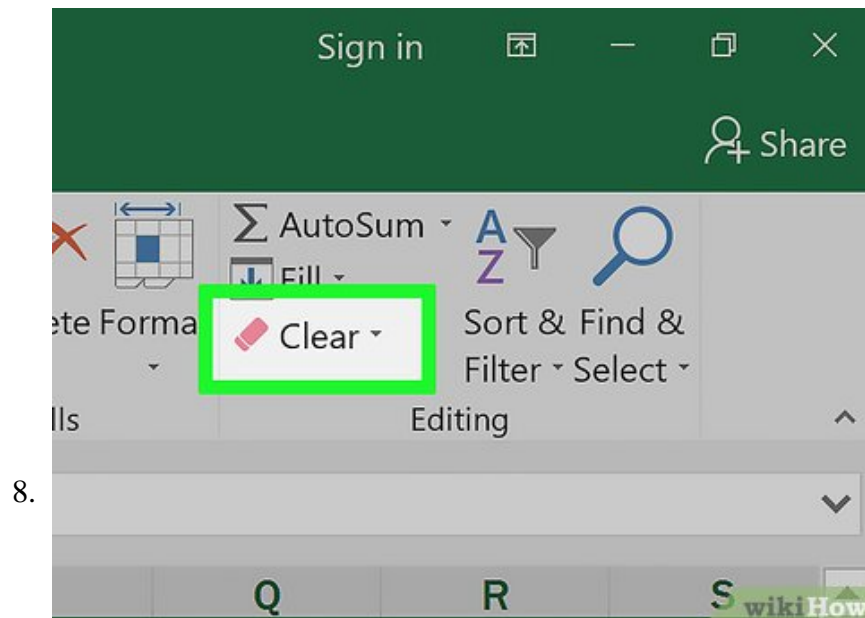
6.



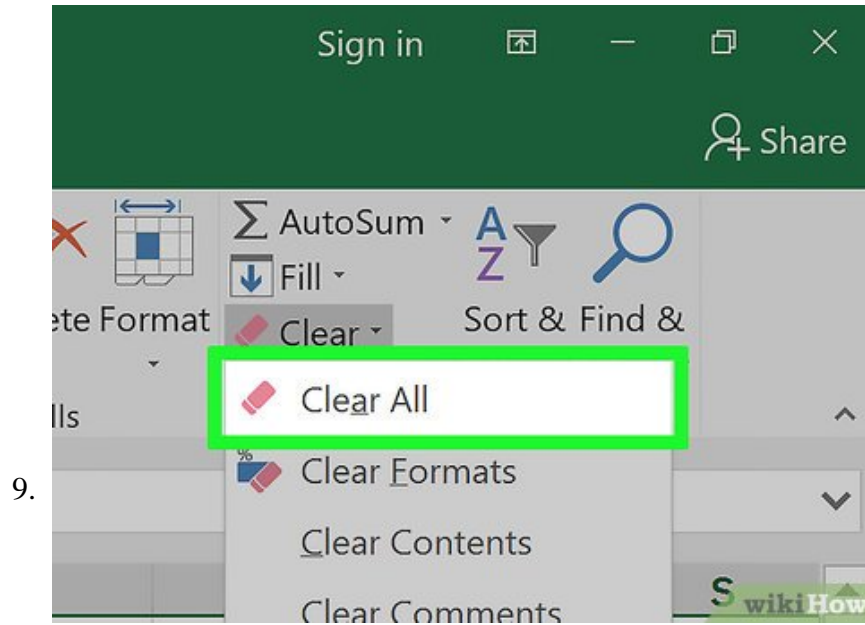
Click the **Blanks** radio button.



Click **OK**. All the empty cells in the data set will be highlighted.



Click **Clear**. It's the eraser icon.

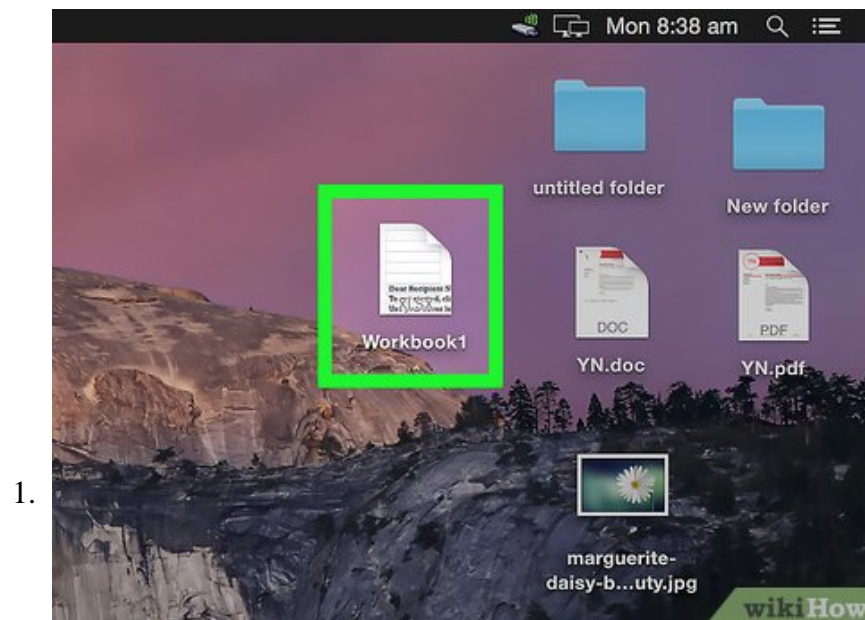


9.

Click **Clear All**.

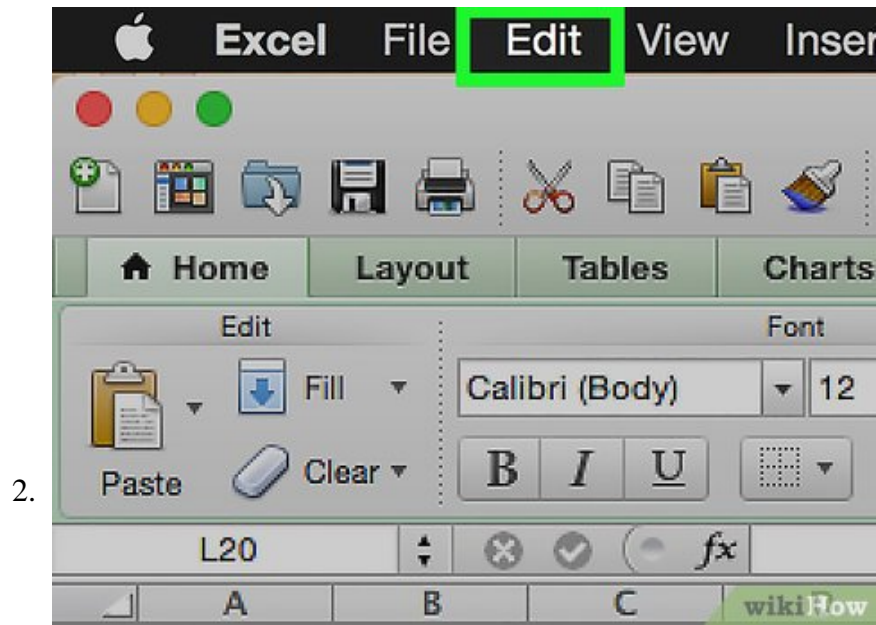
Part 5 of 6:

## Removing Formatting from Empty Cells on Mac

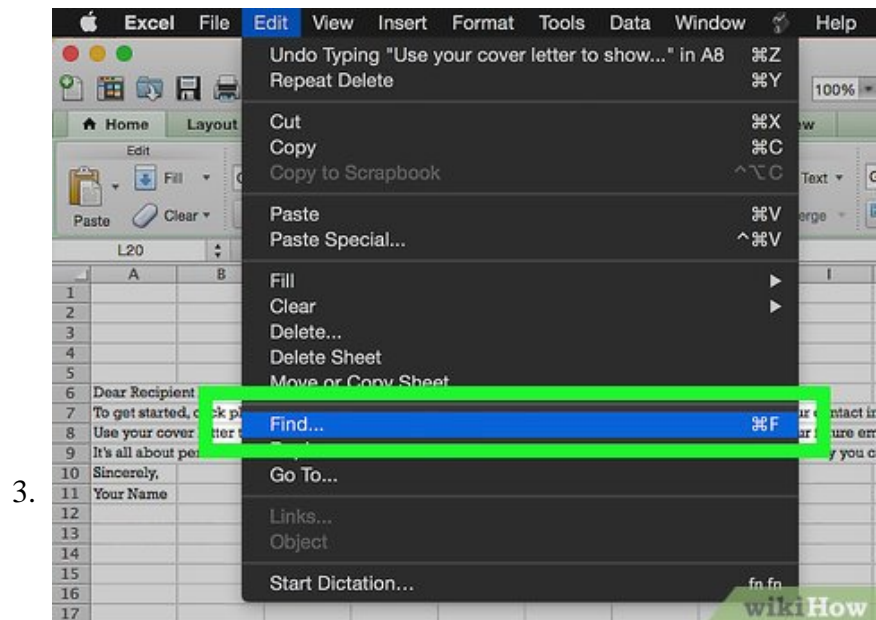


1.

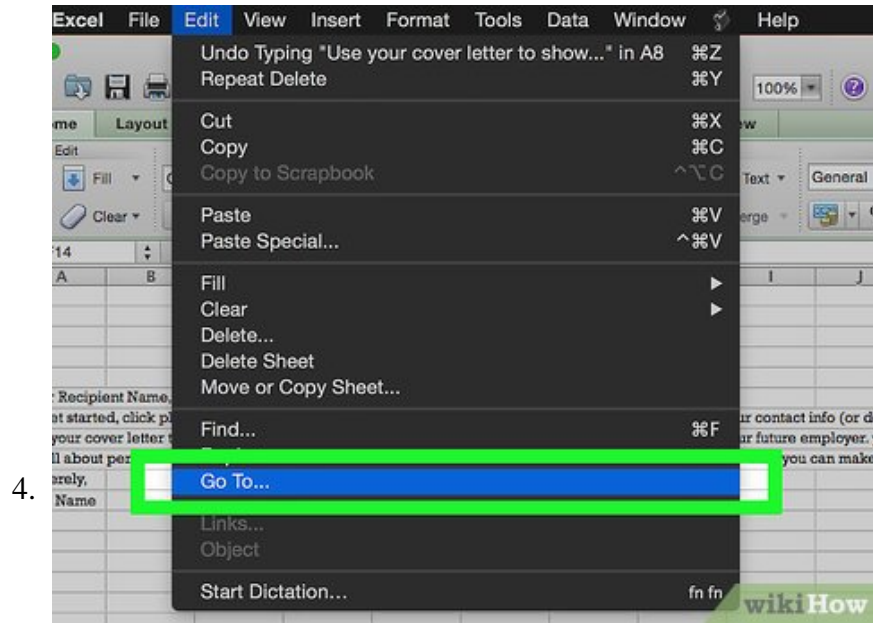
**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.



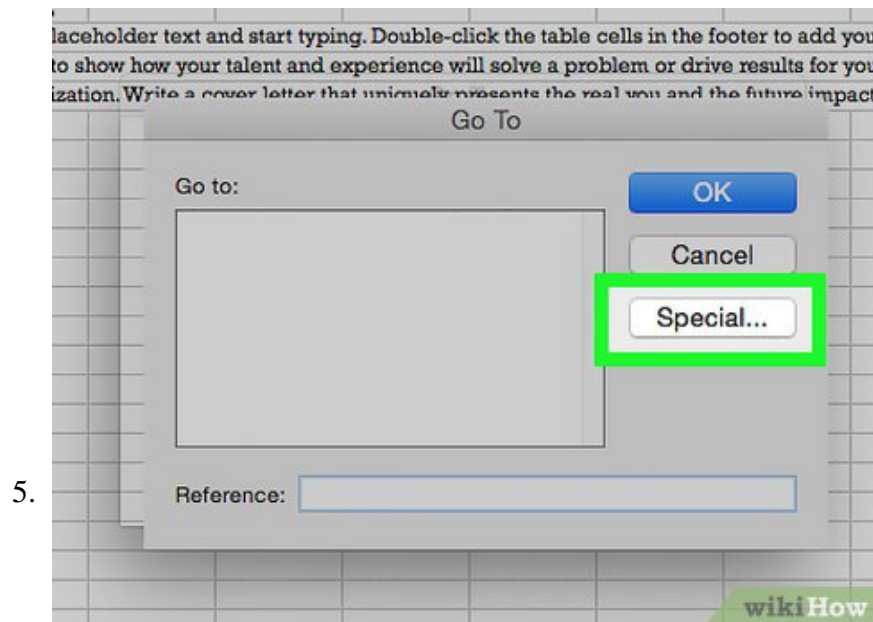
Click **Edit**. It's in the menu bar at the top of the screen.



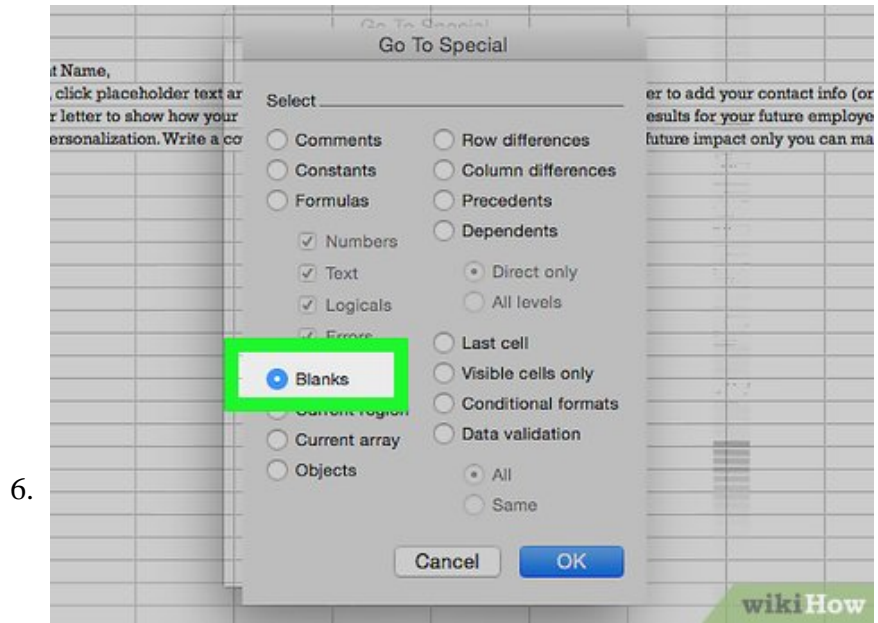
Click **Find**.



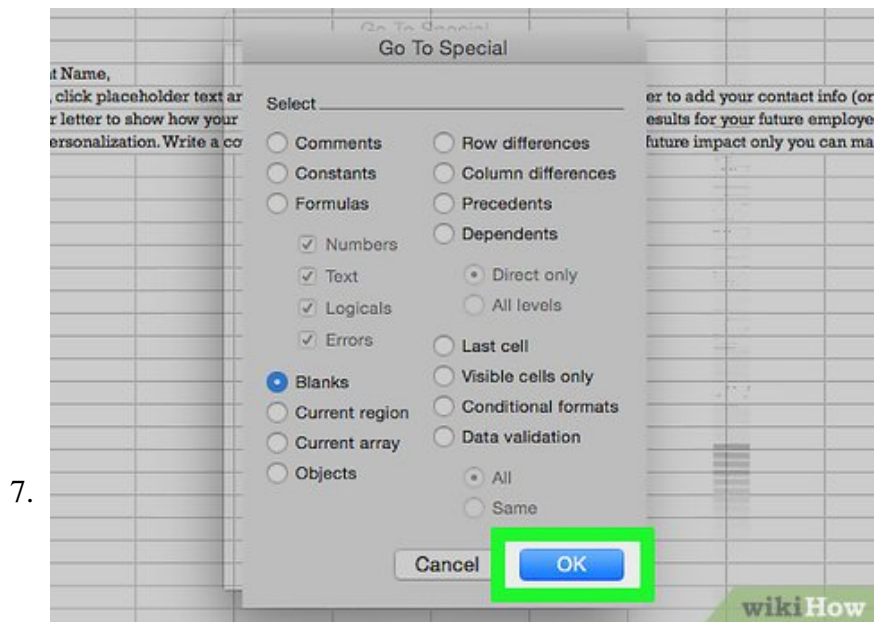
Click **Go To...**.



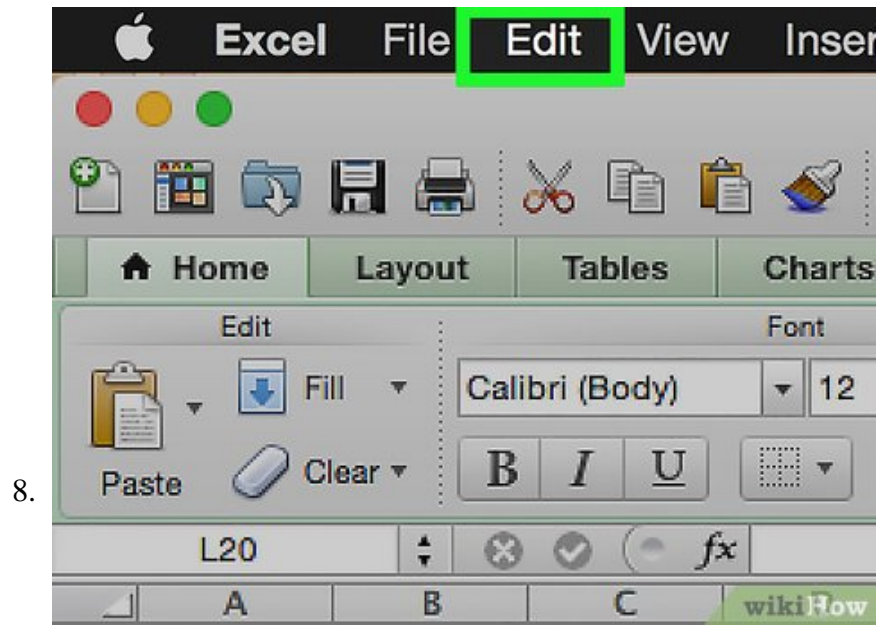
Click **Special...**.



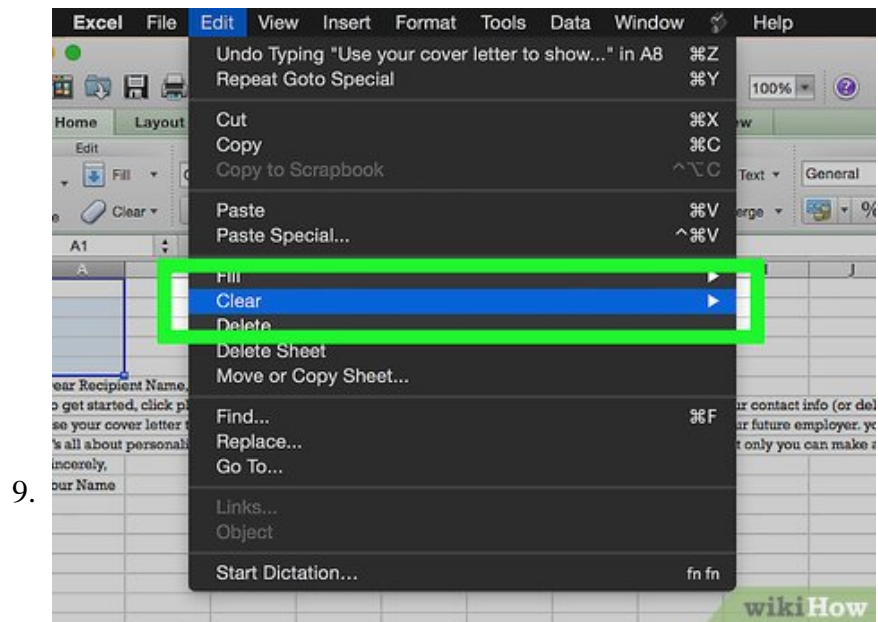
Click the **Blanks** radio button.



Click **OK**. All the empty cells in the data set will be highlighted.

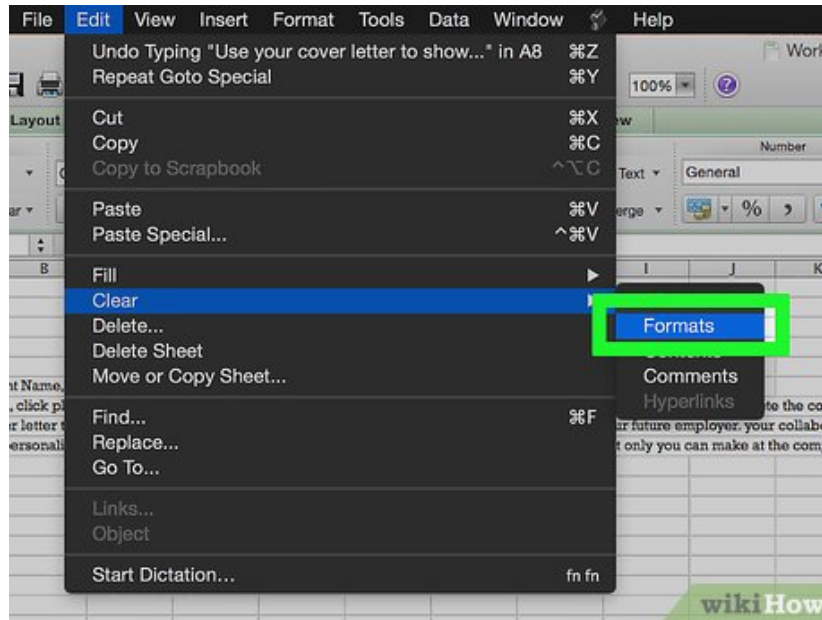


Click **Edit** in the menu bar.



Click **Clear**.

10.

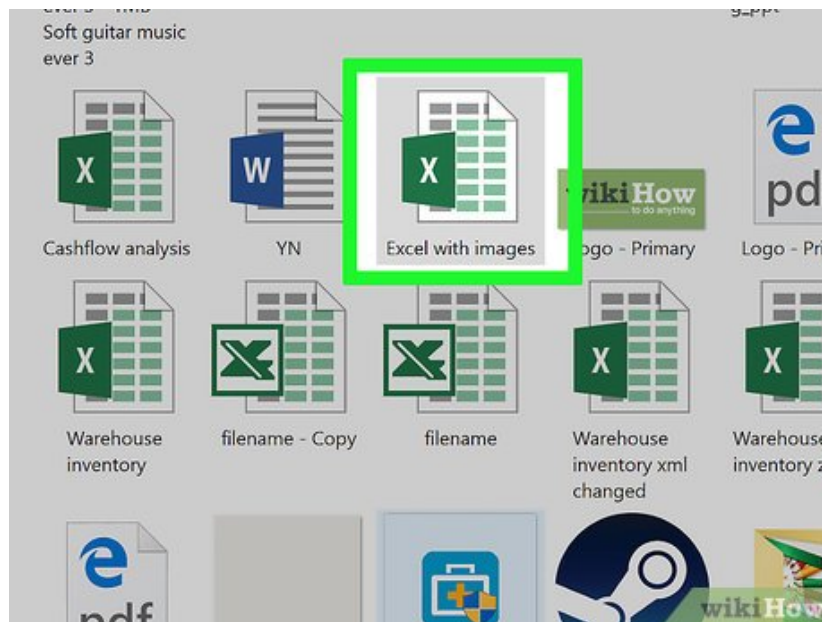


Click **Format**.

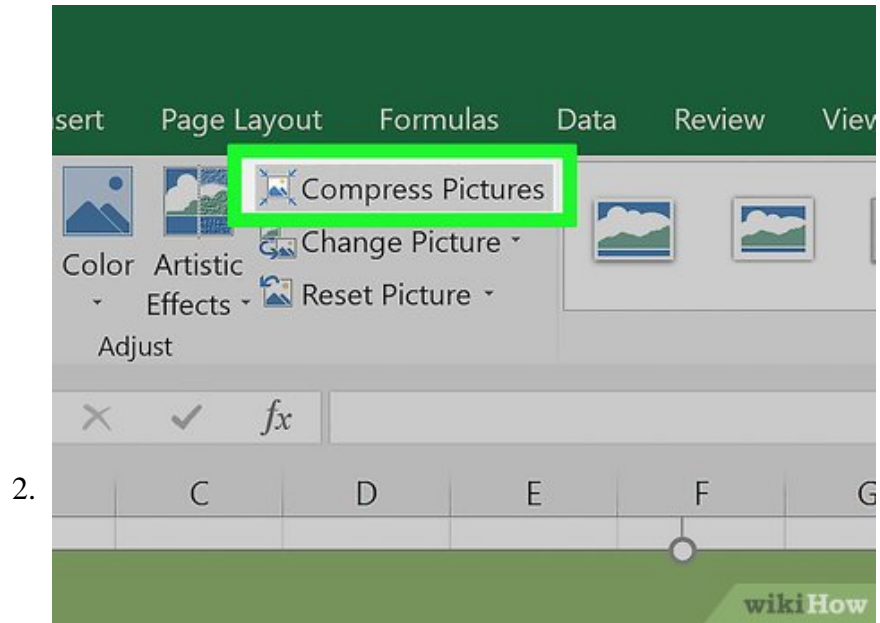
Part 6 of 6:

## Compressing Images

1.

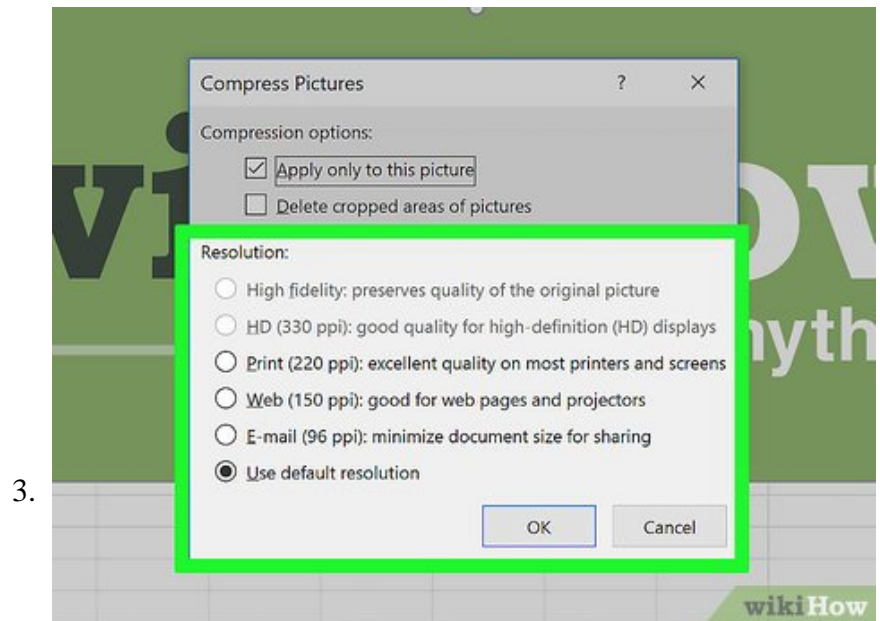


**Open a Microsoft Excel file.** Do so by double-clicking on the green and white app with an **X**, then clicking on **File** and **Open...**, and selecting the file.



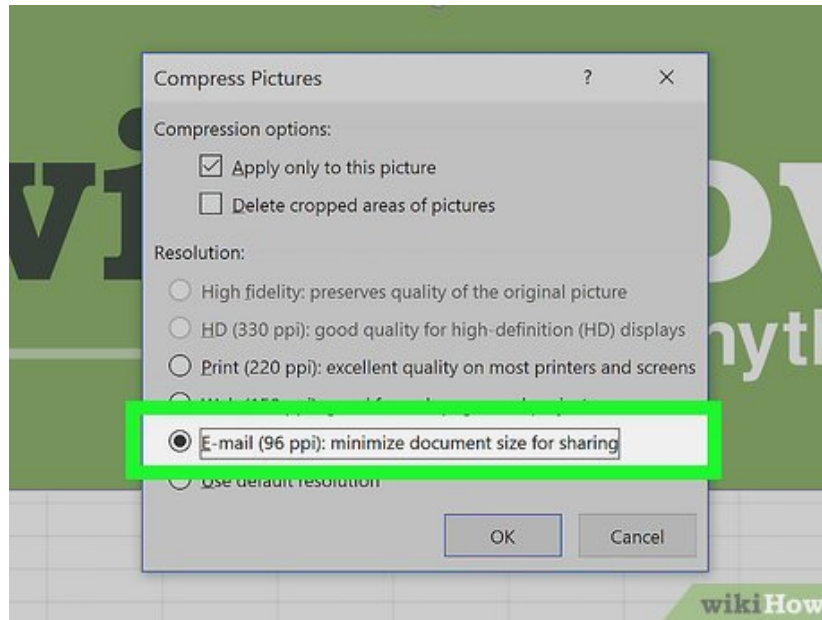
**Open the Compression dialog box.** To do so:

1. In Windows, click on an image, then click on the **Format**, tab and click on **Compress** in the toolbar.
2. On Mac, click on **File** and then **Reduce File Size....**



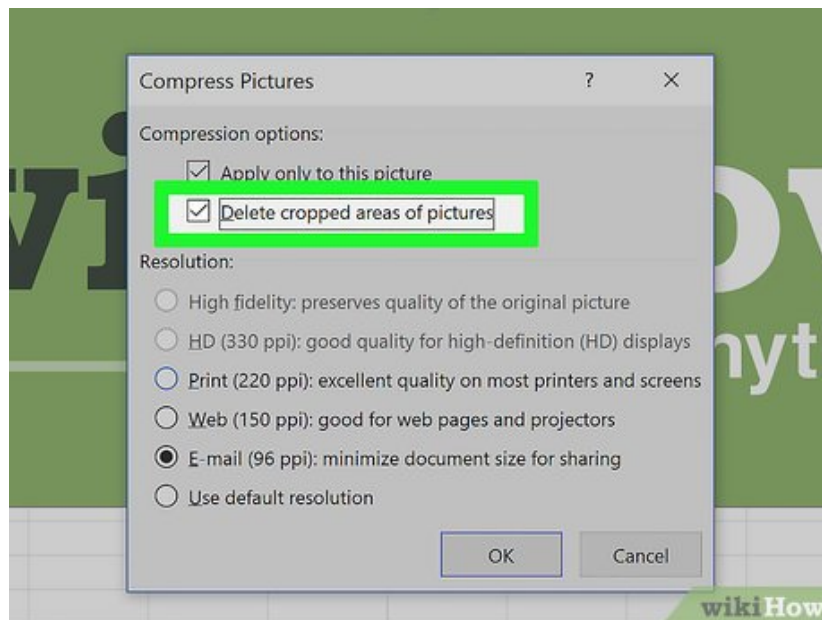
**Click the drop-down menu next to "Picture Quality."**

4.



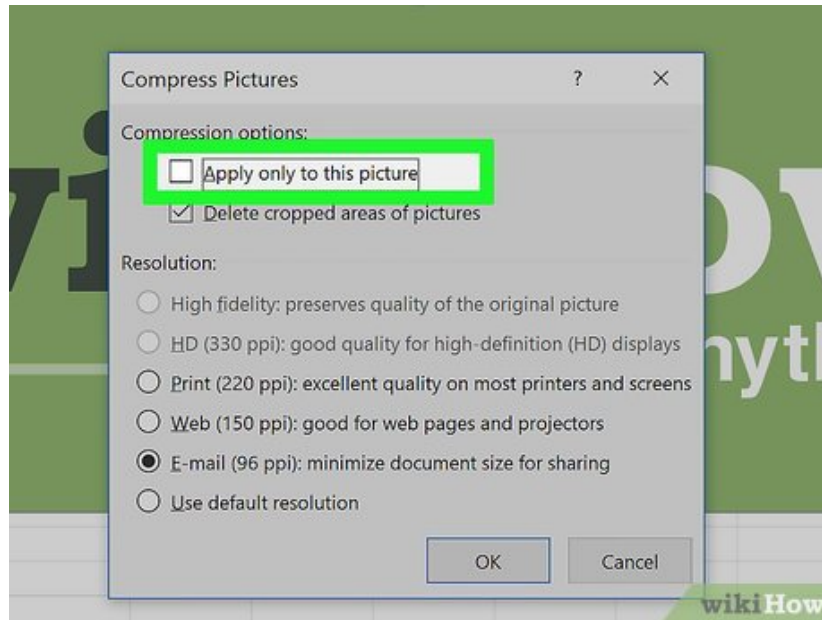
**Select a lower image resolution.**

5.



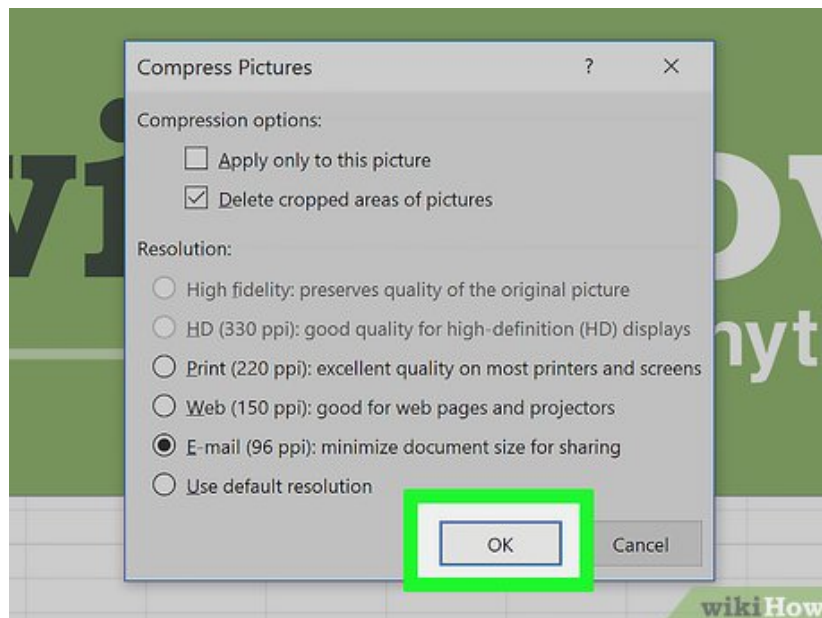
**Check "Delete cropped areas of pictures."**

6.



Click **All pictures in this file**.

7.



Click **OK**. The images in the file have been compressed and extraneous image data has been deleted.

You finished reading the article "**How to Reduce Size of Excel Files**" 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.