

How to reduce the size of Excel files

Instructions on how to reduce the size of Excel files. In order to reduce the file size, you need to determine the reason why your file size is very large. If you can't find it, you can reduce the file size by doing the following: 1. Save the file as a binary file 2. Delete

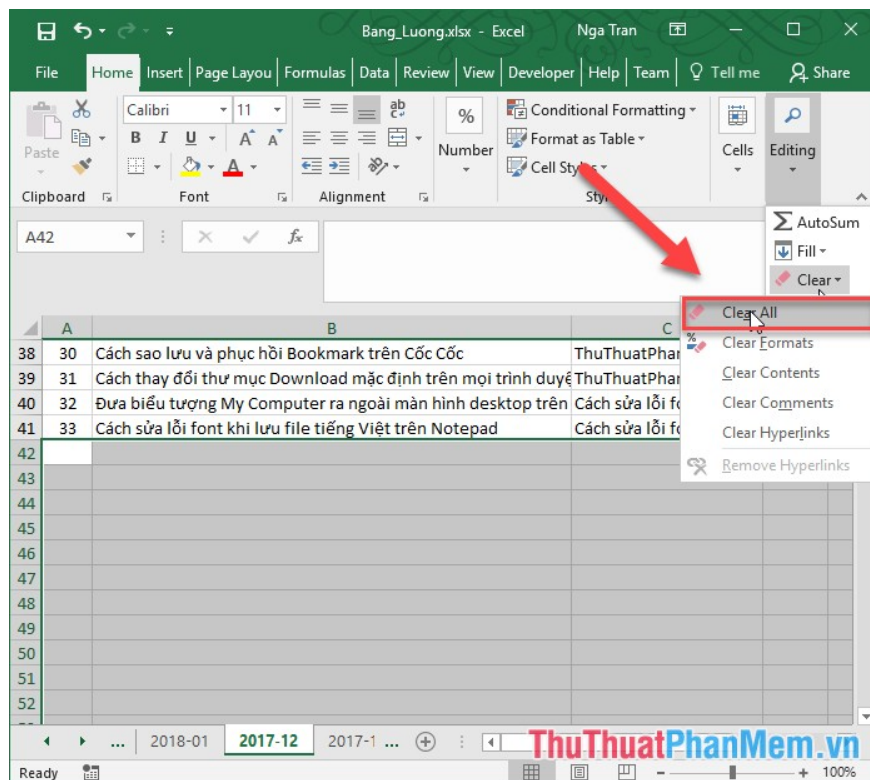
You often work in an Excel environment, you are very annoyed when it takes a lot of time to wait to open a large Excel file. The following article shows you how to reduce the size of Excel files

In order to reduce the file size, you need to determine the reason why your file size is very large. If you can't find it, you can reduce the file size by doing the following:

1. Save the file as a binary file

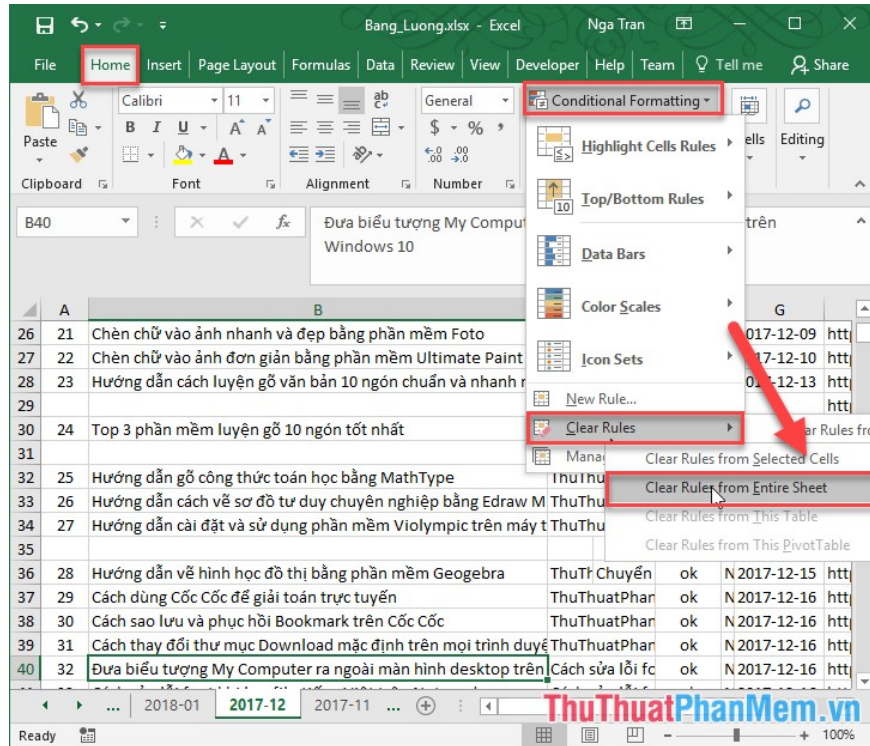
2. Delete formatting in blank rows and columns

To delete blank row and column formats, select the rows and columns to delete -> go to **Home** tab -> **Editing** -> **Clear** -> **Clear All**



3. Delete conditional formatting

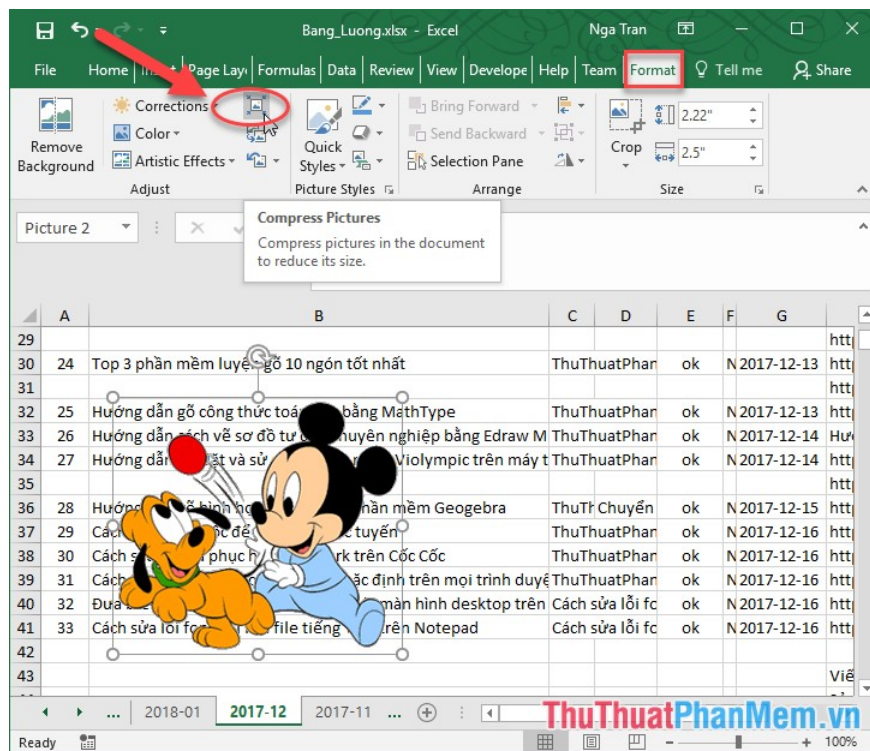
Sometimes your file contains conditional formatting, which is one of the reasons why your data file is so large. To fix this you need to remove conditional formatting. Go to the **Home** tab -> **Conditional Formatting** -> **Clear Rules** -> **Clear Rules from entire Sheet**:



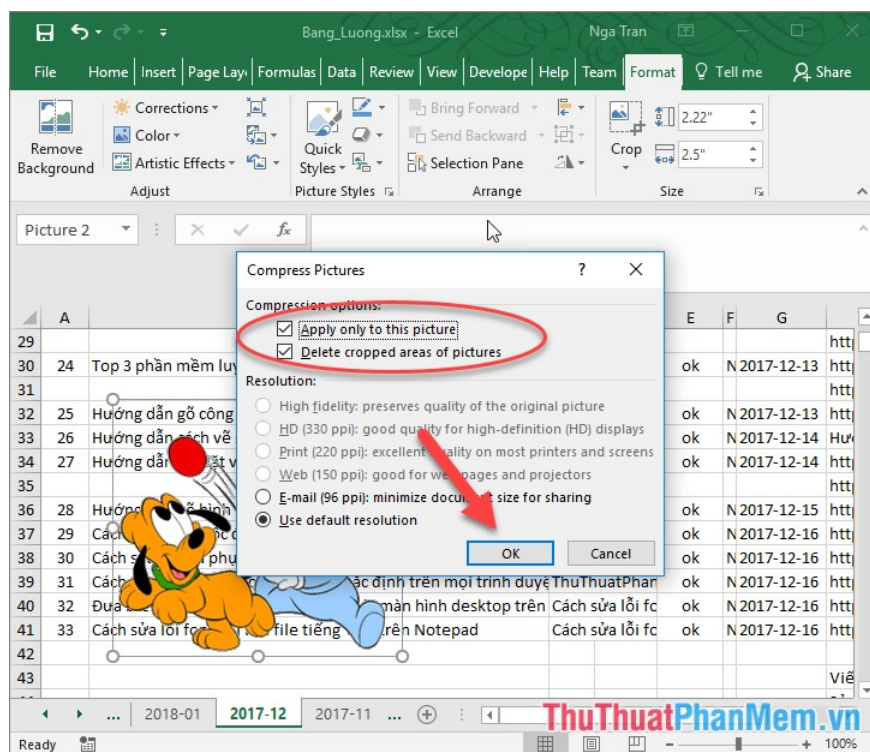
4. Compress images in Excel files

Your data file contains many images, usually images are quite large, so to use images in the data file you need to compress the image file to reduce the file size.

Click the image file -> go to **Format** -> **Compress pictures** to compress the image:



The dialog box appears, select the **Apply only to experiment picture** and **Delete cropped areas of pictures section** to remove the cropped area) -> click **OK** to compress the image:



Above are some methods to help you reduce Excel file size. Good luck!

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