

Instructions to save Excel files as PDFs in Office 2010, 2013, 2016

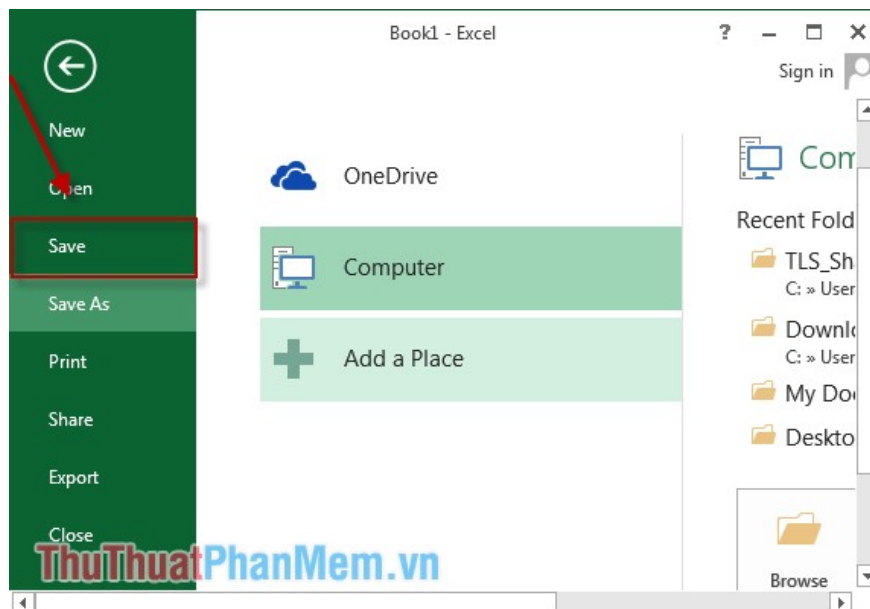
Previously when you need to convert excel files to pdf, you need to install 1 conversion software, but from Office 2010 and above, Microsoft has built this feature into Excel. The following article details how to save excel files as PDF.

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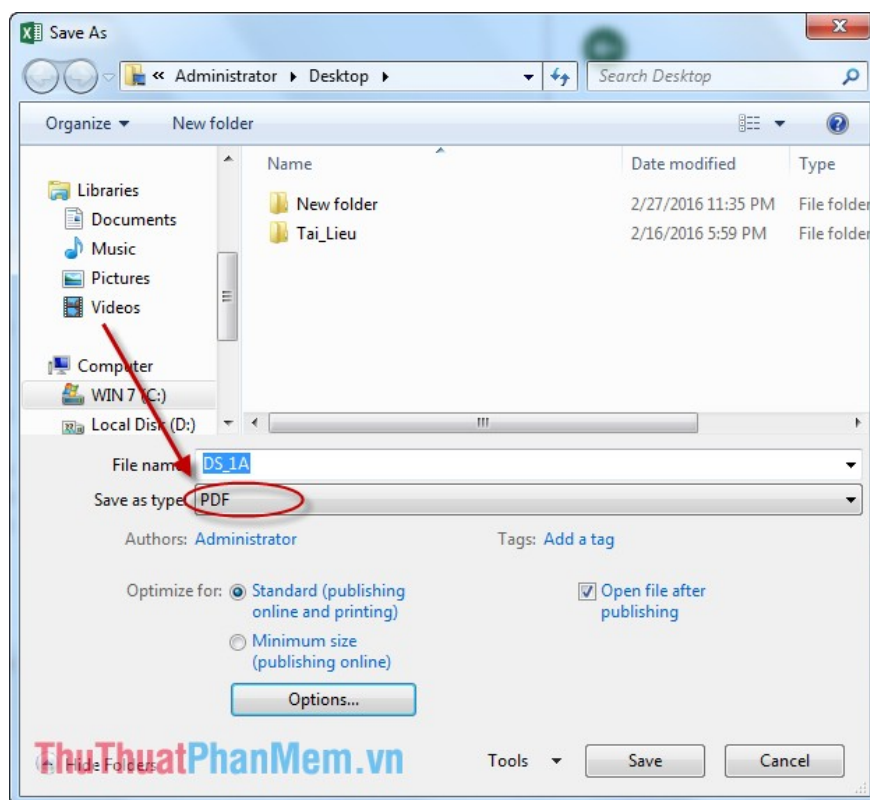
For example, there is the following excel file that you want to save as PDF:

	B	C	D	E	F	G
1						
2						
3	STT	Mã dự thi	Họ và tên	Lớp	Năng khiếu	
4	1	mt001	Lưu Thanh Hải	DK3C	múa	
5	2	mt002	Nguyễn Ngọc Dung	DK3C	hát	
6	3	mt003	Đoàn Thị Yến	DK3C	múa	
7	4	mt004	Nguyễn Ngọc Dung	DK3C	hát	
8	5	mt005	Đoàn Thị Yến	DK3C	múa	
9	6	mt006	Nguyễn Ngọc Dung	DK3C	hát	
10	ThuThuatPhanMem.vn					

Step 1: On the card **File** -> **Save** -> select the file save location.

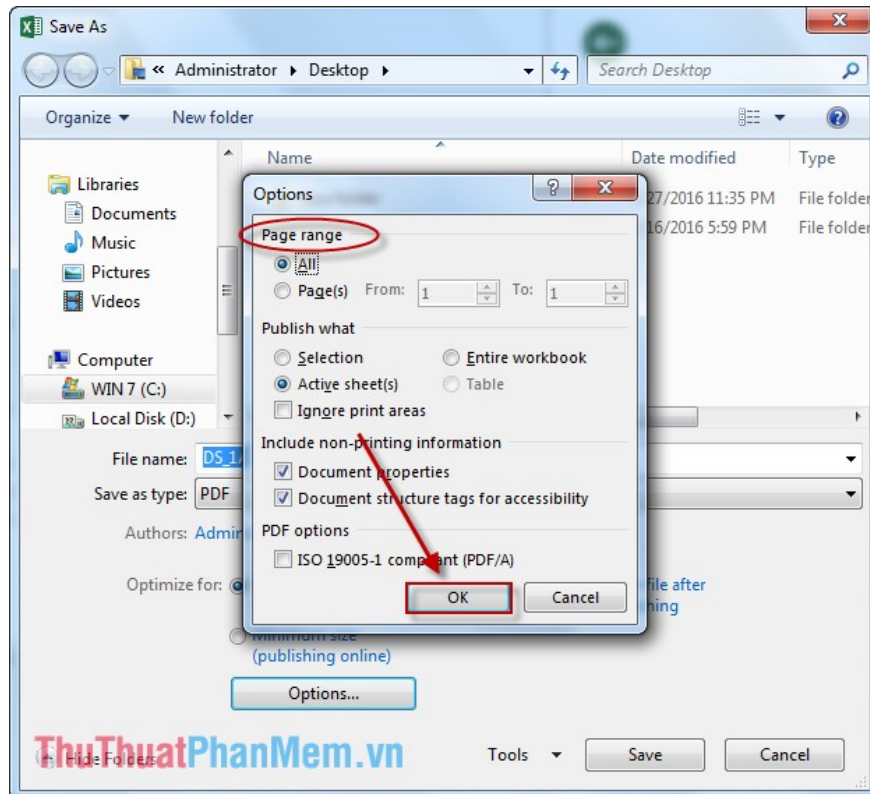


Step 2: A dialog box appears that shows the file name under **File Name** , select the type of **PDF** file under **Save as type** .



Step 3: Click **Options** to select some options:

- **Page range section** : There are 2 options **All** are all pages converted to PDF. Select **Page (s) From** : Customize the number of pages to convert. Other parameters should remain the same. Finally, click **OK** .



Good luck!

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