This lesson examines how to save a copy of the report to Portable Document Format (PDF) in Excel 2010

Enter the application menu

| | 🖹 📴 👻 🖓 - 🕅 - 🕞 NavigatorExport73.xls [Compatibility Mode] - Microsoft Excel 👝 🗉 😒 | | | | | | | | | | | | | |
|----------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------|----------------|----------------------------------------------|-------|-------------|------------------|---------|-------|-----------------|------------|----------|--|
| F | File Home Insert Page Layout | | | out Formulas | ; Data | Revie | Review View | | | | | a 🕜 🗆 🗗 | 23 | |
| | Arial | | 10 - | = | Number | - | | ¦ate Inse | rt - | Σ· | | | | |
| 14 | B | ΙU- | A A | ≣≣≣⊠ | - \$ - % | , , | 13 | Prove Dele | te 🔻 | 🗉 - 💈 | | | | |
| Pa | ste 🦪 📖 | - 3-1 | A | i≣ i≣ ⊗,~ | €.0 .00 | | Styles | - Forn | nat - | S | ort & Find & | | | |
| Clipboard G Font G | | | Alignment | Number | - G | | Cell | s | Editing | | | | | |
| J27 • f _x | | | | 20926.6486 | 309295 | | I | | | | | | ~ | |
| | А | B C | | D | E F | | G | G H I | | J | | | | |
| 1 | This is a repo | t title | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | Cible | Beverages - Beer - Glasses/cans/bottles/past 7 days - Any of [None, 1 - 3] | | | | | | | | | | | | |
| 4 | Campagnes | 4, 8 Taille du marché DMD, Affahaur, Draduit | | | | | | | | | | | | |
| 6 | Trier par | raille du m | Taille du marche RIVIR, Afficheur, Produit | | | | | | | | | | | |
| 7 | | | | | | | | | | | 4 semaines | 5 | T | |
| 8 | Marché RMR | Afficheur | Produit d | 'Affichage | Circ | No | PEB N | larché | | | PEB Cible | Imp Cible | | |
| 9 | | | | .. | Moy / Jour | Faces | /Jo | our | Р | F | Camp | Camp (000s | a) | |
| 10 | Toronto | Astral | Horizontal | Posters | 35,000 | 47 | 2 | 25 | 58 | 12.0 | 697 | 34,924 | 1 | |
| 11 | Plan #1 | | Street Fur | miture (68x47) | 19,000 | 87 | 2 | 25 | 65 | 10.9 | 702 | 35,177 | | |
| 12 | | | Astral Miz | x | 20,400 | 134 | 5 | 50 | 73 | 19.1 | 1,398 | 70,101 | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | Horizontal | Posters | 27,500 | 60 | 2 | 25 | 61 | 11.6 | 700 | 35,093 | | |
| 15 | | | Street Fur | niture (68x47) | 22,800 | /3 | 2 | 25 | 60 | 11.7 | /05 | 35,327 | | |
| 10 | | | OUTERO | | 25,300 | 133 | . 3 | 00 | 10 | 20.0 | 1,405 | 70,420 | 4 | |
| 18 | | Pattison | Horizontal | Posters | 24 200 | 68 | 2 | 25 | 60 | 11.6 | 698 | 3/ 986 | - | |
| 19 | | ration | Street Fur | niture (68x47) | 13 500 | 123 | 2 | 25 | 59 | 12.0 | 702 | 35 181 | - | |
| 20 | | | Pattison | Mix | 21.400 | 191 | 5 | 50 | 69 | 20.3 | 1.399 | 70.167 | | |
| 21 | | | | | , | | | | | | - , | , | 1 | |
| 22 | | | Toronto | Mix | 22,200 | 458 | 1 | 50 | 92 | 45.7 | 4,202 | 210,689 | | |
| 23 | | | | | | | | | | | | | | |
| 24 | Montreal | Astral | Horizontal | Posters | 46,500 | 23 | 2 | 25 | 58 | 11.8 | 680 | 21,086 | | |
| 25 | Plan #1 | | Astral Miz | x | 46,500 | 23 | 2 | 25 | 58 | 11.8 | 680 | 21,086 | | |
| 26 | | | | | | | | | | | | | _ | |
| 27 | (| DUTFRONT | Horizontal | Posters | 39,300 | 27 | 2 | 25 | 58 | 11.6 | 675 | 20,927 | =d | |
| 28 | ↓ ► ► Target | 1 Calcub | Street Fur | Coding Page | 15.600 | 69 | ⊥ 2 | 5 | 60 | 111.3 | 685 | 21.242 | × - | |
| Re | ady | | con cog | County rage | <u>, </u> | | | | | |)% - | | D: | |

Within Excel 2010:

Select the green File tab

Save and send



Select Save & Send

Create PDF Document



Select Create PDF/XPS Document

Create PDF



Select Create PDF/XPS

The Office **Publish** dialog will appear.

Save dialog



- 1. Select a folder for the PDF file.
- 2. In the File name box, enter a name for the PDF file
- 3. Select Publish

The report will be saved to the selected location in PDF format.