Compressing a Large Excel File

1. The file size can be found by going into File and Properties and then find the property Size. The maximum amount that can be emailed over outlook is 25 MB.
2. Go into the formulas tab, and change calculations options from automatic to manual.
3. Save your file as a .xlsm or .xlsb(you can also save as a .csv file if you will be pulling the excel file into a different program for analysis and you only have one sheet) If you are going to take advantage of the provided VBA scripts you will have to make your file a .xlsm file anyway.
4. Check that you have the minimum number of pivot table data sources existing in your file. This can be done by checking the Change Data Source tab in PivotTable options. Also take advantage of the Pivot Table Cache VBA script in the repository to frequently check the data sources and disk size of each pivot in your workbook.
5. Remove all blank space. If you hit Ctrl + End on your sheet it will bring you to the last recognized cell in your sheet. A lot of times what happens is that this cell is blank and not actually being used taking up file space without having any added benefit. A script has been created that can be used to loop through each sheet and remove blank space. This can also be done by simply deleting blank cells using Right Click + Delete.
6. If possible you will want to take a single workbook and turn it into 2 – 3 workbooks each representing a different use. These can be split up as follows (this is just an example but you can do this any way that works best for you):
   1. Raw Data – where you store all of your information that you enter into the file
   2. Calculations of Data – Store any calculated values and heavy functions here, but run them using function calls to other workbooks. This is the file that will hold your cleaned data in exactly the format that you want.
   3. Explorations of Data – Here you will want to create any charts or pivot tables using linking methods to the Raw Data and the Calculations Data files.