



1.5.2 Save Workbooks in Alternative File Formats

Now that you've completed this lecture, you should be able to save your workbooks in alternative file formats.

Try the techniques on your own using the following steps

1. Open the workbook named 152 provided as a resource with this TIY. Save the file as a pdf to a location of your choice.
 - a. Ensure that the file size is the minimum possible.
 - b. Save the entire workbook.
 - c. Do not include non-printing information.
 - d. Ignore Print Areas.