

Generated Report

To convert the table into a PDF document for easy viewing and sharing, follow these steps:

1. Open Excel or any other spreadsheet software.
2. Click on File > Print.
3. Under the "Print" tab, click on the "Print preview" button.
4. In the print preview window, click on the "Printer Preview" button.
5. In the printer preview window, choose a PDF printer, and adjust any other settings as needed (such as page margins).
6. Click on "Print".
7. Wait for the print job to finish before closing Excel or the printer software.
8. Double-click the PDF file to open it in your preferred PDF viewer.
9. Save the PDF file under the desired name, and make sure to save it in a format that supports PDF files such as .pdf or .pdfviewer.
10. Open Adobe Acrobat Reader on your computer.
11. Click on "File" > "Open".
12. Browse for the PDF file you downloaded and click "Open".
13. Once the PDF file is open, you can view, edit or save it as needed.

In summary, by following these steps, you can easily convert a Google Sheets Excel file (or any other spreadsheet software) into a PDF file for easy printing, sharing, and editing in Adobe Acrobat Reader on your computer or mobile device.