

HOW TO SAVE EXCEL AS PDF

This guide will show you how to save your Excel workbook as PDF files.

Before you do so, you may want to **copy several sheets from several documents into one document**. To do so,

1. Open the document you want to copy the sheets to.
2. Go to the sheet you want to copy.
3. Right click on the sheet (in the bottom of the page).
4. Press 'Move or Copy'.
5. Pick the document you want to copy to.
6. Press 'Create a copy'.
7. Press 'OK'.

ADJUST PRINT AREA

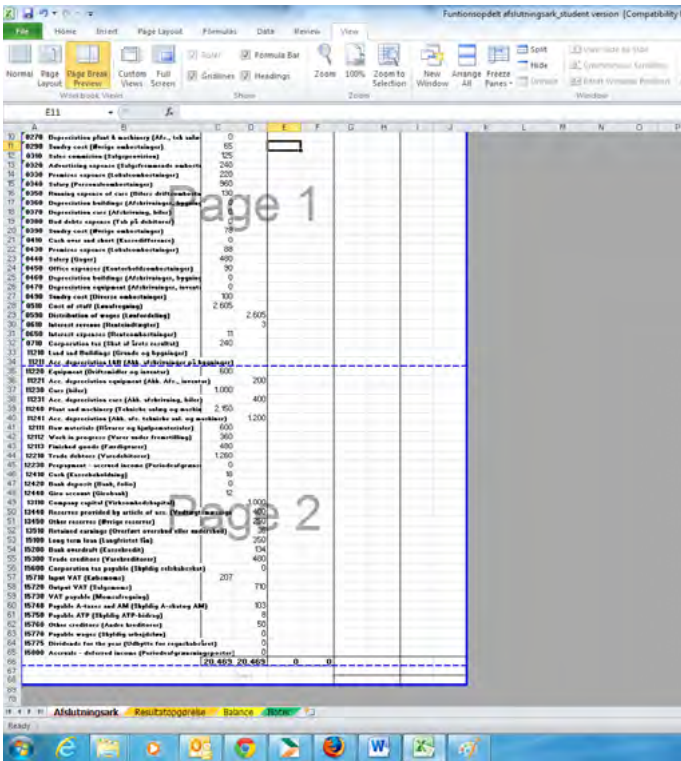
To save your Excel document as PDF, you should begin by adjusting the print area in order to manage the page setup of your PDF file.

Press 'View' in the pane and choose 'Page Break Preview' or simply use the shortcut in the lower right corner as showed in the picture.

This will let you choose page breaks for your Excel document.

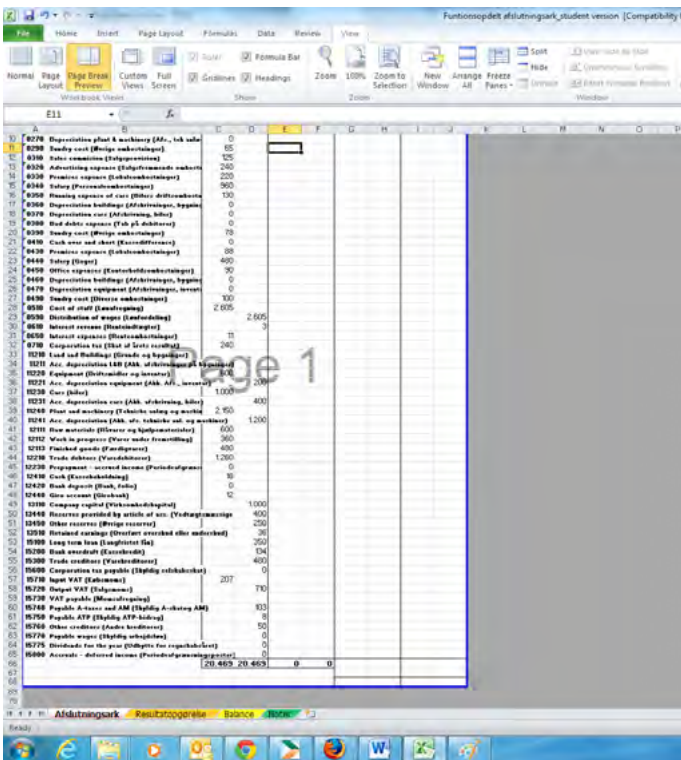
Adjust the blue lines as you would like them to be by dragging them sideways or up and down. Remember to do this in all your sheets.

To the left is an example of one way of setting page breaks for a document.



This is another example of how page breaks can be set in the document.

You decide whether you want to include parts of your table of the entire table. Just remember that the more you include, the more the size of the content is reduced.



ADD PAGE NUMBER

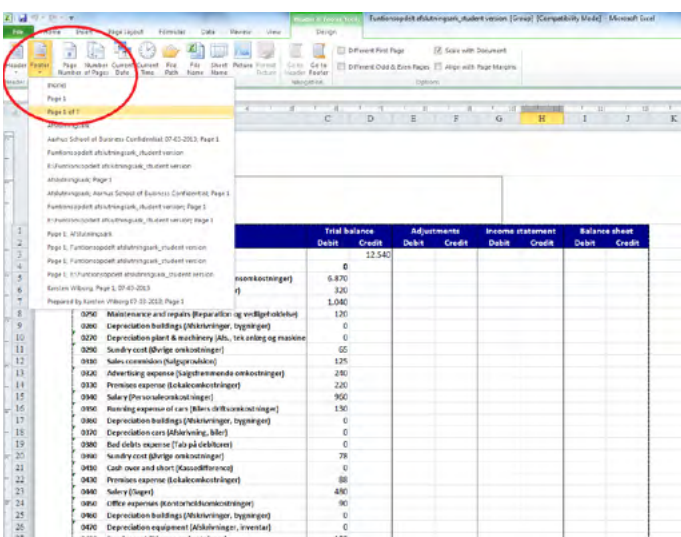
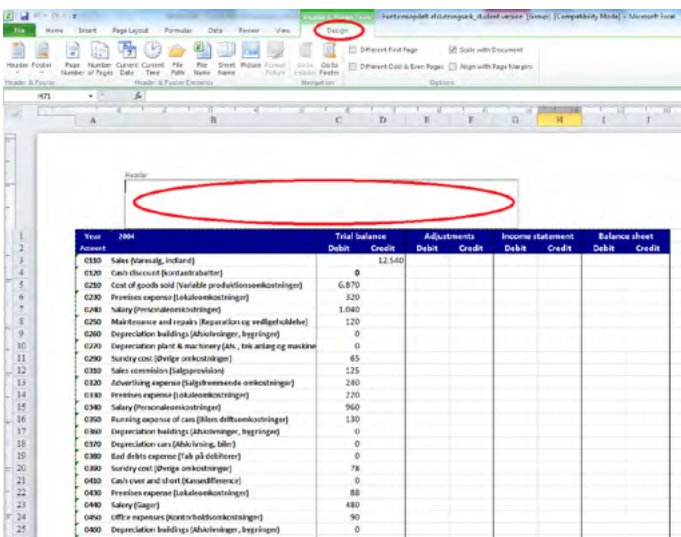
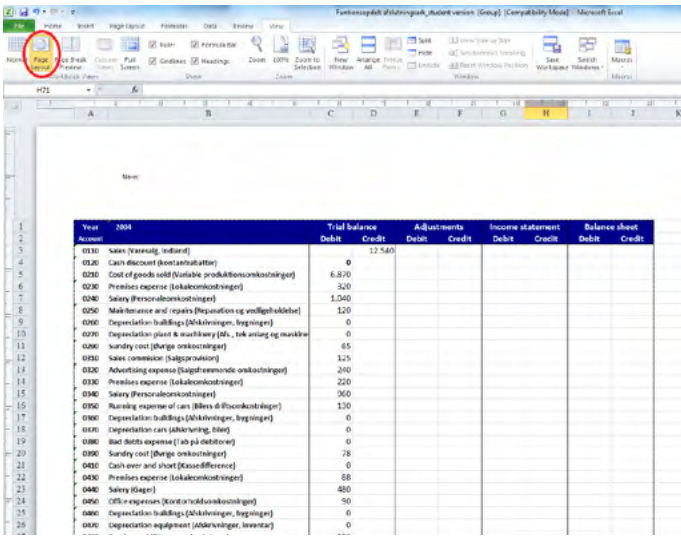
When you've adjusted the page breaks, you can add page numbers and additional information such as your student number to all the pages in the document.

First, go to View in the pane and choose Page Layout in order to see what your print will look like.

Then click somewhere in the header of one of the pages.

This will activate the **Design** tab in 'Header & Footer Tools'.

Pick "Footer" and choose one of the page number options. The page number will now be on all sheets.

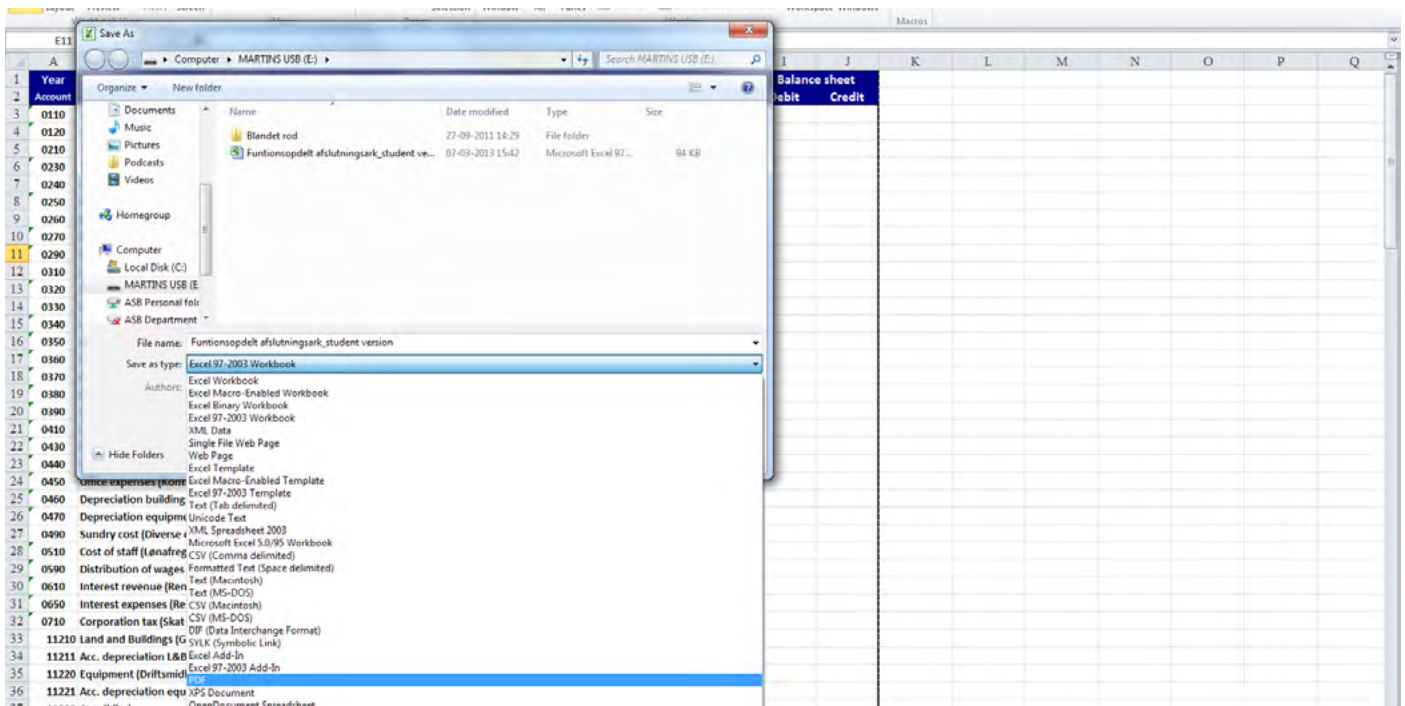


SAVE AS PDF

| | | | | | |
|----|-------|---|-------|--|--|
| 10 | 0270 | Depreciation plant & machinery (Afs., tek anlæg og maskine) | 0 | | |
| 11 | 0290 | Sundry cost (Øvrige omkostninger) | 65 | | |
| 12 | 0310 | Sales commission (Salgsprovision) | 125 | | |
| 13 | 0320 | Advertising expense (Salgsfremmende omkostninger) | 240 | | |
| 14 | 0330 | Premises expense (Lokaleomkostninger) | 220 | | |
| 15 | 0340 | Salary (Personaleomkostninger) | 960 | | |
| 16 | 0350 | Running expense of cars (Bilers driftsomkostninger) | 130 | | |
| 17 | 0360 | Depreciation buildings (Afskrivninger, bygninger) | 0 | | |
| 18 | 0370 | Depreciation cars (Afskrivning, biler) | 0 | | |
| 19 | 0380 | Bad debts expense (Tab på debitorer) | 0 | | |
| 20 | 0390 | Sundry cost (Øvrige omkostninger) | 78 | | |
| 21 | 0410 | Cash over and short (Kassedifference) | 0 | | |
| 22 | 0430 | Premises expense (Lokaleomkostninger) | 88 | | |
| 23 | 0440 | Salary (Gager) | 480 | | |
| 24 | 0450 | Office expenses (Kontorholdsomkostninger) | 90 | | |
| 25 | 0460 | Depreciation buildings (Afskrivninger, bygninger) | 0 | | |
| 26 | 0470 | Depreciation equipment (Afskrivninger, inventar) | 0 | | |
| 27 | 0490 | Sundry cost (Diverse omkostninger) | 100 | | |
| 28 | 0510 | Cost of staff (Lønafregning) | 2.605 | | |
| 29 | 0590 | Distribution of wages (Løntfordeling) | 2.605 | | |
| 30 | 0610 | Interest revenue (Renteindtægter) | 3 | | |
| 31 | 0650 | Interest expenses (Renteomkostninger) | 11 | | |
| 32 | 0710 | Corporation tax (Skat af årets resultat) | 240 | | |
| 33 | 11210 | Land and Buildings (Grunde og bygninger) | | | |
| 34 | 11211 | Acc. depreciation L&B (Akk. afskrivninger på bygninger) | | | |
| 35 | 11220 | Equipment (Driftsmidler og inventar) | 600 | | |
| 36 | 11221 | Acc. depreciation equipment (Akk. Afs., inventar) | 200 | | |
| 37 | 11230 | Cars (biler) | 1.000 | | |

In order to save your Excel document (including all work sheets), you must first mark the sheets.

Hold down Ctrl and press the sheets one at a time. You'll notice a slight change in colour of the marked sheets.



Go to File and choose 'Save As'. In the 'Save as type field', choose PDF, then click 'Save'. Remember to check the destination for the PDF file.

Your Excel document is now saved as PDF and ready to use.

DENNE MANUAL ER UDARBEJDET AF

ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group er en gruppe under AU IT bestående af studentermedarbejdere. Vores primære opgave er at videregive viden i form af manualer, kurser og workshops for relevante brugergrupper.

Vores kursusaktiviteter er især fokuseret inden for MS Office, Adobe CS og CMS. Vi engagerer os derudover i e-læringsaktiviteter og auditiv og visuel formidling af undervisning. I AMG udfører vi konkrete videoopgaver, hvor vi optager, redigerer og distribuerer undervisning, ligesom vi udfører varierede ad-hoc projekter forespurgt af ansatte.

Desuden løser AMG opgaver inden for webudvikling og supporterer studerende og ansattes daglige brug af typo3.

**SPØRGSMÅL ELLER KOMMENTARER TIL MANUALENS INDHOLD BEDES RETTET TIL:
MARTIN LÆGÅRD POULSEN
ANALYTICS@ASB.DK**

ANALYTICS GROUP



Analytics Group er en gruppe af studentermedarbejdere under AU IT, som primært støtter forskere og ansatte i deres arbejde.

Vores kompetencefelt spænder vidt og dækker eksempelvis spørgeskemaundersøgelser, analyser og bearbejdelse af indsamlede data. AG tilbyder ligeledes undervisningsassistance i diverse analytiske værktøjer såsom SAS, SPSS og Excel ved at udbyde kurser tilrettelagt af vores studentermedhjælpere. Disse kurser ligger ofte i direkte forlængelse af de studerendes læringsproces inden for deres specifikke fagområde og imødekommer derved deres aktuelle behov.

AG varetager således den tekniske support i forbindelse med analytisk software.