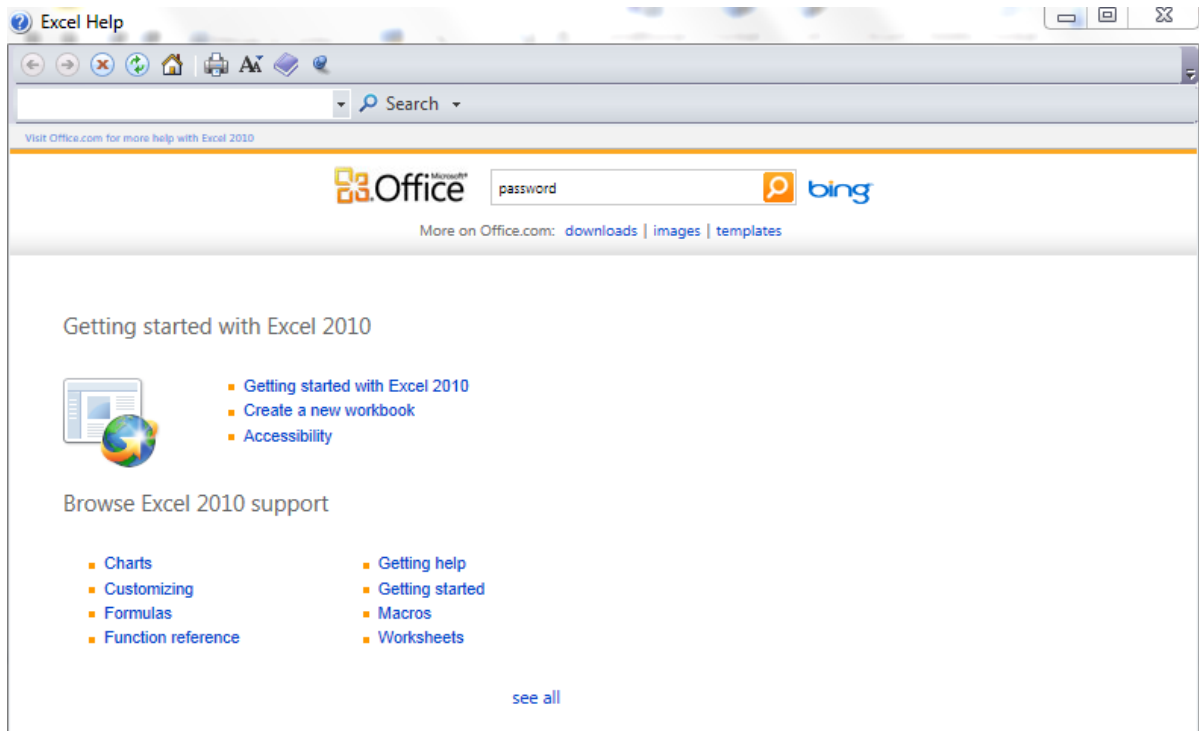


Protecting your data sheets in Microsoft excel using a password.

Click on the ? symbol top right of the Excel Software page. That will produce this screen. Type in “password” in the open box and click on the yellow “magnifying glass” icon, to produce the next screen shown on the next page.



Click on the first line which becomes underlined when you place your cursor over it, to produce the next screen, shown on the next page.



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[Protect your document, workbook, or presentation with passwords, permission, and other restrictions](#)

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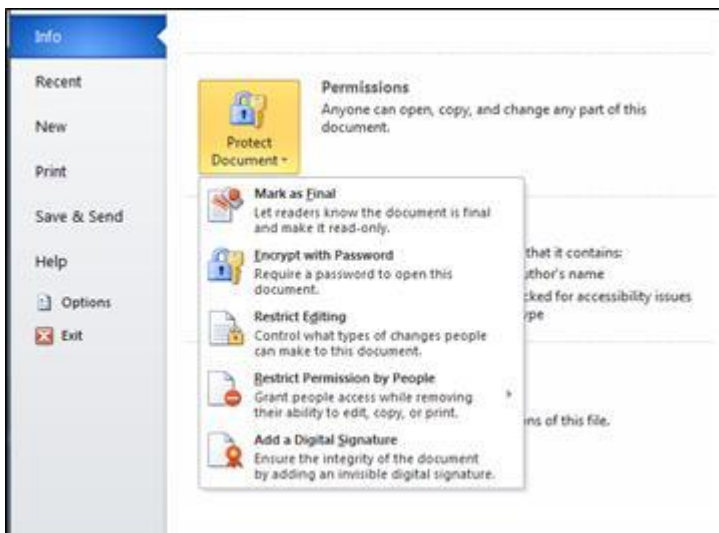
Protect your document, workbook, or presentation with passwords, permission, and other restrictions

In Microsoft Office, you can use passwords to help prevent other people from opening or modifying your documents, workbooks, and presentations. It's important to know that if you don't remember your password **Microsoft can't retrieve your forgotten passwords**.

Protect your Word document

- In an open document, click **File > Info > Protect Document**.

You see the following options.



- **Mark as Final** Make the document read-only.

When a document is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the document becomes read-only. The **Mark as Final** command helps you communicate that you are sharing a completed version of a document. It also helps prevent reviewers or readers from making inadvertent changes to the document.

- **Encrypt with Password** Set a password for the document.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important:** Microsoft cannot retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.

- **Restrict Editing** Control what types of changes can be made to the document.

When you select **Restrict Editing**, you see three options.

- **Formatting restrictions** This reduces formatting options, preserving a look and feel. Click **Settings** to select which style are allowed.
- **Editing restrictions** You control how the file can be edited or you can disable editing. Click **Exceptions** or **More users** to control those who can edit.

- **Start enforcement** Click **Yes, Start Enforcing Protection** to select password protection or user authentication. You can also click **Restrict permission** to add or remove editors who'll have restricted permissions.

- **Restrict Permission by People** Use a Windows Live ID to restrict permissions.

Use a Windows Live ID or a Microsoft Windows account to restrict permissions. You can apply permissions via a template that is used by your organization, or you can add permissions by clicking **Restrict Access**. To learn more about Information Rights Management see [Information Rights Management in Office](#).

- **Add a Digital Signature** Add a visible or invisible digital signature.

Digital signatures authenticate digital information such as documents, email messages, and macros by using computer cryptography. Digital signatures are created by typing a signature or by using an image of a signature to establish authenticity, integrity, and non-repudiation. See the link at the end of this topic to learn more about digital signatures.

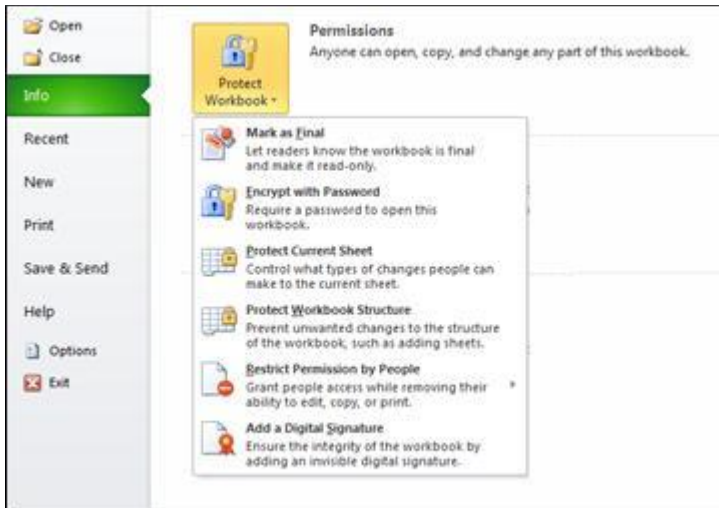
To learn about digital signatures, see [Digital signatures and certificates](#).

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Protect your Excel worksheet

- In an open worksheet, click **File > Info > Protect Workbook**.

You see the following options.



- **Mark as Final** Make the document read-only.

When a worksheet is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the worksheet becomes read-only. The Mark Comment as Final command helps you communicate that you are sharing a completed version of a worksheet. It also helps prevent reviewers or readers from making inadvertent changes to the worksheet.

- **Encrypt with Password** Set a password for the document.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important** Microsoft can't retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.

- **Protect Current Sheet** Protect the worksheet and locked cells.

By using the Protect Current Sheet feature, you can select password protection and allow or disallow other users to select, format, insert, delete, sort or edit areas of the worksheet.

- **Protect Workbook Structure** Protect the structure of the worksheet.

By using the Protect Workbook Structure feature, you can select password protection and select options to prevent users from changing, moving, deleting important data.

- **Restrict Permission by People** Install Window Rights Management to restrict permissions.

Use a Windows Live ID or a Microsoft Windows account to restrict permissions. You can apply permissions via a template that is used by your organization, or you can add permissions by clicking **Restrict Access**. To learn more about Information Rights Management see [Information Rights Management in Office](#).

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To learn about digital signatures, see [Digital signatures and certificates](#).

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Protect your PowerPoint presentation

- In an open presentation, click **File > Info > Protect Presentation**.

You see the following options.



- **Mark as Final** Make the presentation read-only.

When a presentation is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the presentation becomes read-only. The **Mark as Final** command helps you communicate that you are sharing a completed version of a presentation. It also helps prevent reviewers or readers from making inadvertent changes to the presentation.

- **Encrypt with Password** Set a password for the presentation.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important** Microsoft can't retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.

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Did this article help you?

Yes

No

Not what I was looking for

