

Protecting Your Files and Worksheets

Protection of documents and cells can help prevent inadvertent changes to your worksheet. This can be especially helpful if you have someone who is unfamiliar with worksheets or doing your data entry, or if you spent many hours struggling to get the worksheet right.

Excel offers the option of protecting the entire document, individual objects, the structure of a window, and/or specific cells. With Excel, you can even add a password to the file. If you want to prevent changes to sheets or cells, you need to lock the cells and then protect the sheet.

Protection Options

When you are protecting your workbook, you have two primary options:

- **Prevent data entry for select cells**
Users can access the worksheet and view the information; however, access for making changes is restricted. For more information, refer to Locking & Unlocking Cells.
- **Restrict or prevent access to the file**
Users can be prevented from viewing the worksheet, or users can view the workbook but not make changes to it. For more information, refer to File Level Protection.

Locking & Unlocking Cells

Excel can protect cells, graphics, charts, and other worksheet objects. This protection will take effect only after you turn on the Worksheet Protection option in the *Protect Sheet* dialog box. If you enable protection, no changes can be made to a cell until you unlock that cell.

Locking Cells

You can easily lock any cell in a worksheet.

NOTE: Make sure to lock the cells before you protect the sheet or document. Once a sheet or a document has been protected, you cannot access menu selections that allow you to make changes to cells.

1. Select the cell(s) to be locked
2. From the *Ribbon*, select the **Home** command tab
3. In the *Cells* group, click **FORMAT**

4. In the *Protection* section, select **Lock**
NOTE: If the icon is highlighted, the cells are locked.
5. Protect the worksheet

Unlocking Cells

In order to unlock cells, sheet protection must first be turned off. For more information, refer to Worksheet Level Protection or Workbook Level Protection.

1. Unprotect the worksheet
2. Select the cells you want to unlock
3. From the *Ribbon*, select the **Home** command tab
4. In the *Cells* group, click **FORMAT**
5. In the *Protection* section, deselect **Lock**
The cells are unlocked.
NOTE: If the icon is not highlighted, the cells are unlocked.

Workbook Level Protection

You can prevent a workbook from having its structure and windows modified or resized by another user.

Protecting the Workbook

1. From the *Ribbon*, select the **Review** command tab
2. In the *Changes* group, click **PROTECT WORKBOOK**
The *Protect Workbook* dialog box appears.

Protect workbook for _____

Structure
 Windows

Password (optional):
|

OK Cancel

3. Select the appropriate option(s):

Structure

Prevents the user from changing the order of the sheets within a workbook. This includes adding or deleting worksheets.

Windows

Prevents the user from being able to resize or move the window.

Password

Allows only those who know the password entered in this text box to turn the workbook protection off.

4. Click **OK** the workbook is protected.

Unprotecting the Workbook

1. From the *Ribbon*, select the **Review** command tab
2. In the *Changes* group, click **PROTECT WORKBOOK** the workbook is unprotected.
Users can now modify the structure and windows of the workbook.
NOTE: If you included a password when you turned the protection on, you must enter the password to remove the protection.

Worksheet Level Protection

You can protect a single worksheet from being modified by another user.

Protecting the Worksheet

1. From the *Ribbon*, select the **Home** command tab
2. In the *Cells* group, click **FORMAT**
3. In the *Protection* section, select **Protect Sheet...**
The *Protect Sheet* dialog box appears.

Protect Sheet [X]

Protect worksheet and contents of locked cells

Password to unprotect sheet:

Allow all users of this worksheet to:

- Select locked cells
- Select unlocked cells
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows

OK Cancel

4. In the *Protect Sheet* dialog box, select the appropriate options:

Protect worksheet and contents of locked cells

Prevents changes to locked cells.

Password to unprotect sheet

Allows only those who know the assigned password to unprotect the worksheet.

Allow all users of this worksheet to

Checked boxes are aspects that any user can access.

5. Click **OK** the worksheet is protected.

Unprotecting the Worksheet

1. From the *Ribbon*, select the **Home** command tab
2. In the *Cells* group, click **FORMAT**
3. In the *Protection* section, select **Unprotect Sheet...**

The worksheet is unprotected. Users can now modify the worksheet.

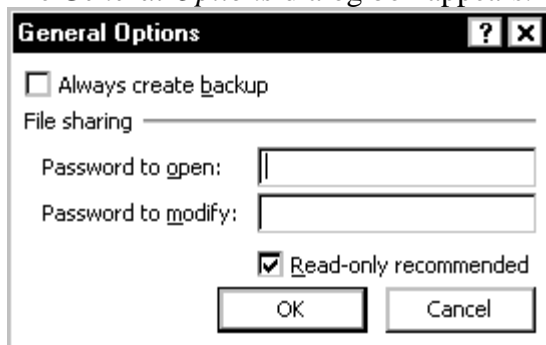
NOTE: If you included a password when you turned the protection on, you must type the password in the *Password* text box to turn the protection off.

File Level Protection

You have two options when saving your workbook file with a password. You can save the file so only those who know the password can open the file, or so only those who know the password can modify the file.

Protecting the File

1. From the *File* menu, select **Save As...**
The *Save As* dialog box appears.
2. From the *Tools* pull-down list, select **General Options...**
The *General Options* dialog box appears.



3. To prevent unauthorized access to the file, in the *Password to open* text box, type a **password**
To prevent unauthorized changes to the file, in the *Password to modify* text box, type a **password**

4. **OPTIONAL:** If you would like Excel to recommend that this file be opened as a read-only file each time it is opened, select ***Read-only recommended***
HINT: Read-only files can be modified, but the changes cannot be saved without creating a new file.
5. Click **OK** the *Confirm Password* dialog box appears.
6. In the *Reenter password to modify* text box, type the ***password(s)*** in the order of the password(s) that you typed in the *Save Options* dialog box
EXAMPLE: If you typed *apple* in the *Password to open* text box and *orange* in the *Password to modify* text box, you must type *apple* in the first confirmation dialog box and *orange* in the second confirmation dialog box.
7. Click **OK**
8. Click **SAVE**
Your file is saved with password protection.

Unprotecting the File

If you no longer need to password-protect the file, you can remove the password.

1. Open the file
NOTE: In order to open the file, you will need to know the password.
2. From the *File* menu, select ***Save As...***
The *Save As* dialog box appears.
3. In the *Save As* dialog box, from the *Tools* pull-down list, select ***General Options...***
4. In the *Password to open* text box, select the text » press [**Delete**]
5. In the *Password to modify* text box, select the text » press [**Delete**]
6. Click **OK** the file is no longer password protected.
7. To save the file, click **SAVE**
A confirmation dialog box appears.
NOTE: This will overwrite the existing saved file with the new file, which is currently not password-protected. Click **YES** your file is re-saved without password protection.