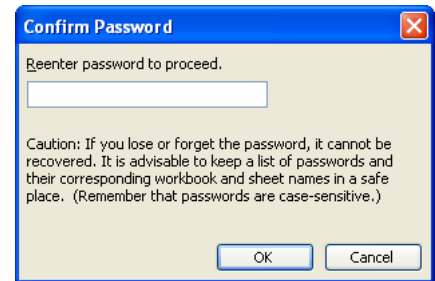
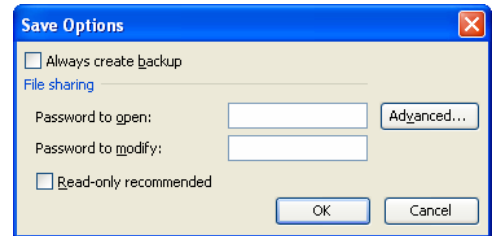


## APPLY AND REMOVE FILE PASSWORDS

Add a password to a workbook to prevent access to a file so that a user will not be able to view its data. As with any password you use, make sure that you write it down and keep it somewhere safe where others cannot get access to it.

### Require a Password to Save Changes to a Workbook

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Save As** from the list of options.
- ❖ Click the **Tools** drop-down arrow in the **Save As** dialog box.
- ❖ Select **Security Options** from the list that appears.
- ❖ The **Security** dialog box will appear (see illustration top right).
- ❖ Type the password that is to be used in the **Password to open** box.
  - The password that is used is case sensitive.
  - This means that the password, **Secret**, is different from the password, **secret**.
- ❖ To specify a password for someone to modify the document, input a password into the **Password to modify** box.
- ❖ To make the workbook read only, click the check box for **Read-only recommended**.
- ❖ Once all the passwords have been specified, click **OK**.
- ❖ The **Confirm Password** dialog box will appear (see illustration bottom right).
- ❖ Retype the password and then click **OK**.
- ❖ Click the **Save** button.
- ❖ Click **Yes** to resave the workbook.



### Changing or Removing Passwords

The password protection cannot be removed if you don't have access to the file at all. The procedure below will allow you to change the workbook's password.

#### Removing Workbook Passwords

- ❖ Click **File** on the **Menu Bar**.
- ❖ Select **Save As** from the list of options.
- ❖ Click the drop-down arrow on the **Tools** button.
- ❖ Select **General Options** from the next list.
- ❖ The **Save Options** dialog box will display (see illustration top right).
- ❖ Select the symbols representing the password in one of the following boxes:
  - Password to open.
  - Password to modify.
- ❖ Press the **Delete** key on the keyboard to remove the password(s).
- ❖ Click **OK** to exit the dialog box.
- ❖ Click the **Save** button to save the workbook.
- ❖ Click the **Yes** button to resave the workbook.

## Change Workbook Passwords

- ❖ Click **File** on the **Menu Bar**.
- ❖ Select **Save As** from the list of options.
- ❖ Click the drop-down arrow on the **Tools** button.
- ❖ Select **General Options** from the next list.
- ❖ The **Save Options** dialog box will appear (see illustration on previous page).
- ❖ Select the symbols representing the password in one of the following boxes:
  - Password to open.
  - Password to modify.
- ❖ Type a new password.
- ❖ Click the **OK** button to exit the dialog box.
- ❖ The **Confirm Password** dialog box will appear (see illustration on previous page).
- ❖ Retype the password and then click **OK**.
- ❖ Choose the **Save** button to save the workbook.
- ❖ Click the **Yes** button to resave the workbook.