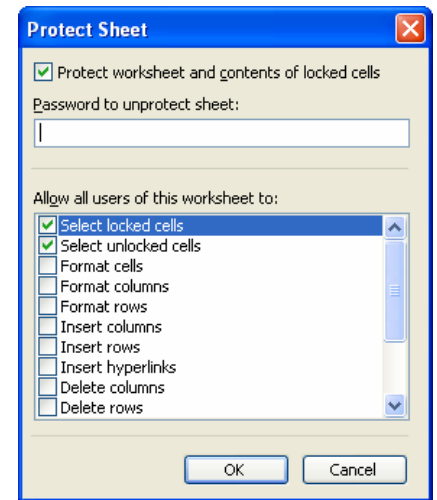


Worksheet and Workbook Protection

This option is used to protect a worksheet and/or a workbook from changes made by others with whom you are sharing the workbook. You can protect a cell or range of cells in a worksheet, a worksheet within a workbook, or a complete workbook.

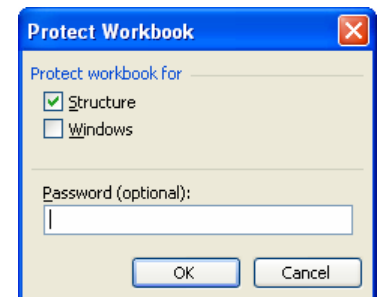
Applying Worksheet Protection

- ❖ Open the file for which the protection is to be applied.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Protection** from the list of options.
- ❖ Click the **Protect Sheet** option from the second list.
- ❖ The **Protect Sheet** dialog box will appear (see illustration at right).
- ❖ Click in the **Password** box and enter a password to prevent unauthorized users from modifying the worksheet.
- ❖ Under **Allow all users of this worksheet to**, place a checkmark into any of the options that you want to allow to be done when protection is on.
- ❖ Scroll down the list to see what areas can be removed from the protection area.
- ❖ Click **OK** to exit the dialog box and save the changes.
- ❖ If the **Confirm Password** dialog box appears, re-enter the password to confirm it and then click **OK**.



Applying Workbook Protection

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Protection** from the list of options.
- ❖ Select **Protect Workbook** from the second list of options.
- ❖ The **Protect Workbook** dialog box will appear (see illustration at right).
- ❖ Select the **Structure** check box to prevent the sheets from being deleted, moved, copied, hidden, or renamed. This option will also prevent new sheets from being inserted.
- ❖ Select the **Windows** check box to prevent the window arrangement from being moved or sized.
- ❖ Click in the **Password** box and enter a password to prevent unauthorized users from opening the file.
- ❖ Click the **OK** button to close the dialog box and accept the changes.
- ❖ If the **Confirm Password** dialog box appears, re-enter the password to confirm it and then click **OK**.



Unprotect Worksheets and Workbooks

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Protection** from the list of options.
- ❖ Choose one of the options below:
 - Unprotect Workbook.
 - Unprotect Worksheet.
 - If the **Unprotect** dialog box appears, type the password and then click **OK**.