Password Protect Your Excel Document – It's easy!

Password protecting your document requires a password to be entered before the document can be viewed. This is a great way to protect confidential work from being viewed by others. Please keep in mind that **Microsoft does NOT keep a record of your passwords**. If you forget your password then you are out of luck! It would be a good idea to make another spreadsheet of your passwords and name that file something obscure such as a pet name or favorite vacation spot so it is not easily identified.
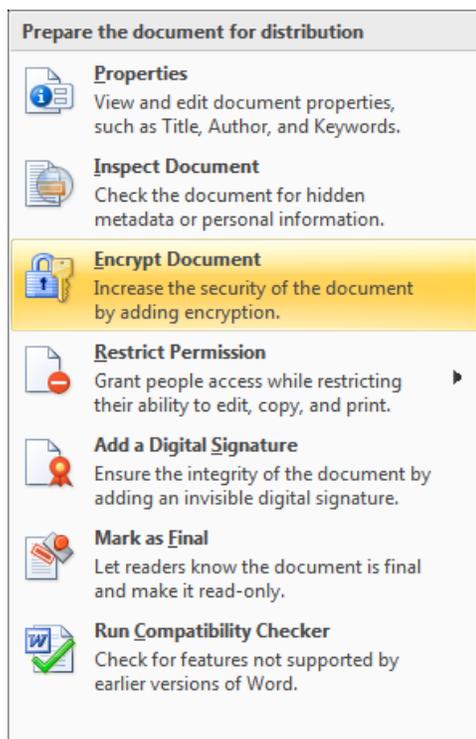
To protect your excel document follow these simple steps.

1. After creating your document click on the Office button in the upper left hand corner

2. Select **PREPARE** located under the *print* option

3. You will then select **ENCRYPT DOCUMENT**

4. Choose a password & click on OK

5. Re-enter that password & click on OK

6. If you haven't already done so, name and save your file to a location of your choice.

7. The next time you open up the excel document you will be required to enter a password.

Note: Special software is needed to remove the protection.

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