

Microsoft Excel - Protect the Entire Workbook



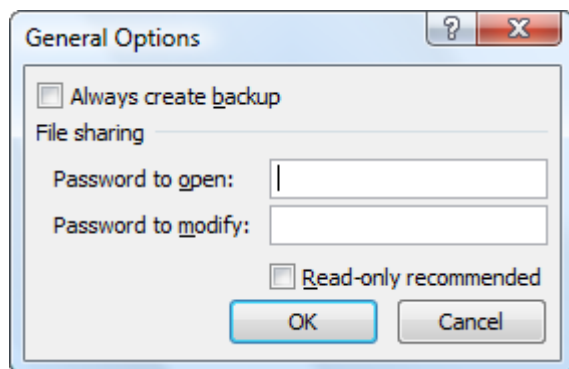
Protect the Entire Workbook

There are various different levels of protection, in this example we will be protecting the entire workbook for 'opening in edit mode' or 'read only mode'.

1. From the office button select the **Office button** → **Save As** → **Tools** → **General Options**.

Enter a password to **open** and / or a password to **modify** the worksheet.

Once the password have been entered you will be prompted to confirm the password.



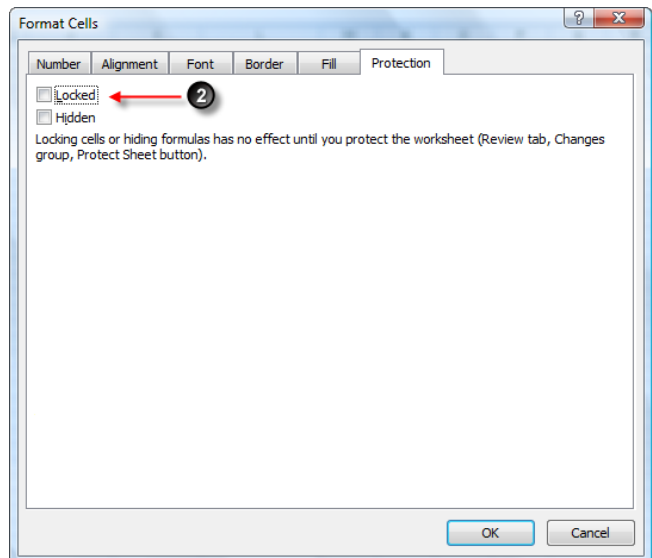
Protect the Range of Cells in a Workbook.

In this example our data is stored from 'A1:G28'. We want to let the user to be able to change the cells between 'A1:F28, but column G1:G28 is protected with a password so that on authorised users can modify the data in column G.

1. **Highlight** cells A1:F28.
2. From the Ribbon select → **Format Cells** → **Protection**.

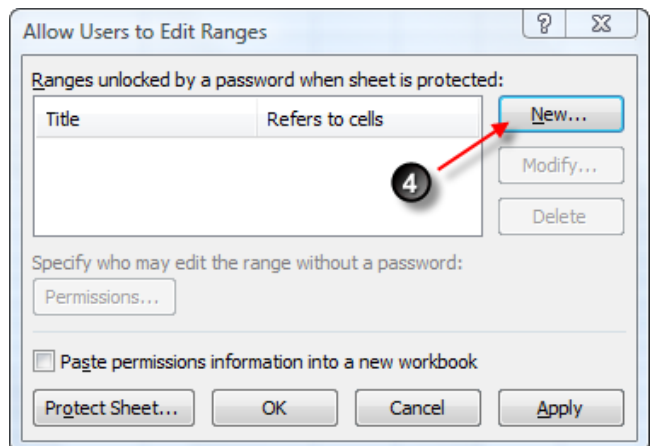
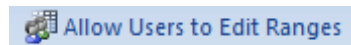
Remove the tick from the **locked cells** so that changed can be made to cells, 'A1:F28'.

Click **Ok**.



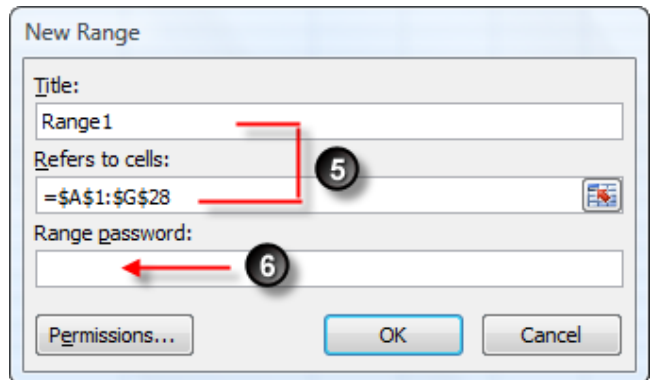
3. Select **Review** → **Allow Users to Edit Ranges**.
4. The Allow Users to Edit Ranges dialog box will be displayed.

Click on the **New** button.



5. **Enter** a name (title) for the range, **confirm** the range you wish to protect with a password.
6. Protect the Entire Workbook, a password for the range.

Click **Ok**.



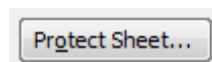
The 'New Range' dialog box is shown. It has three main input fields: 'Title' with the value 'Range1', 'Refers to cells' with the value '=\$A\$1:\$G\$28', and 'Range password' which is currently empty. A red arrow points from the 'Refers to cells' field to the 'Range password' field, with a circle containing the number '5' next to it. Another red arrow points to the 'Range password' field, with a circle containing the number '6' next to it. At the bottom, there are three buttons: 'Permissions...', 'OK', and 'Cancel'.

7. You will be prompted to **confirm** the password entered.



The 'Confirm Password' dialog box is shown. It contains the text 'Reenter password to proceed.' followed by an empty text input field. Below the input field is a caution message: 'Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)' At the bottom, there are two buttons: 'OK' and 'Cancel'.

8. Once the password have been confirmed select the **Protect Sheet** option.



A single button labeled 'Protect Sheet...' is shown.

Once the workbook has been protected with password, to edit the cell with password assigned you will be prompted to enter the password before data can be entered into the locked ranges.