

Password Protection

by Dick Evans

When working with sensitive data it can be necessary to prevent others from opening or changing a workbook. It is one thing to have a username and password to access your computer and another to lock down a particular file. When you do, others can obtain a copy of your file and it will not do them any good—they will not be able to open it without the passwords. This paper explains how to lock down an Excel workbook.

1. Open Excel

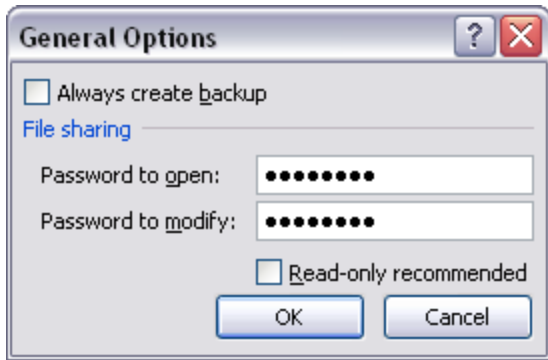
	A	B	C	D
1	Lock me down			
2				
3	Data			
4	3005	4622	4644	2015
5	3480	1973	3246	2866
6	2773	2053	4401	2773
7	3898	3437	4685	2505
8	4763	1585	1679	3846
9	3350	1178	1317	4976
10	4991	4282	4594	3761
11	4483	1535	2332	2119
12	1136	2557	1170	2577

2. Create a simple worksheet with random data

3. Office > Save As > Excel Workbook



4. On the Save As dialog box, Tools > General Options...



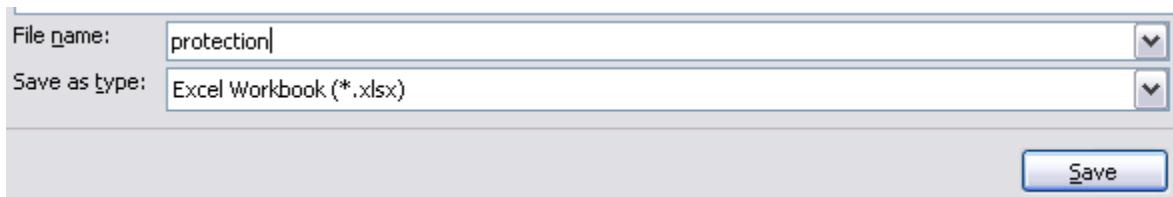
5. **Create a password** to open and another to modify (I used password), and then click **OK**



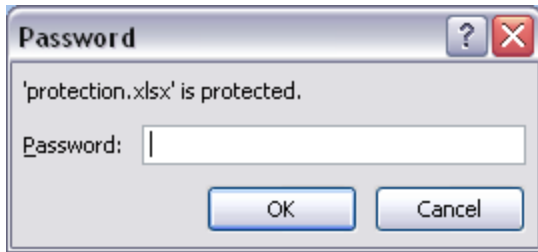
6. **Verify the password** entered to open the workbook, and then click **OK**



7. **Verify the password** entered to modify the workbook, and then click **OK**



8. Select the location to save the file, give the workbook a name, and then click **Save**
9. **Close Excel**, locate the saved workbook, and open it



In order to open the workbook, the user MUST know the password. If a password was entered for open and modify, then both must be entered to gain read/write access to the workbook.

Be careful when protecting a workbook using a password. You MUST remember it. There is no way to get around the password protection. Even Microsoft cannot get around it. You forget the password and you have to forget the data in the workbook.