

Password Protection Steps

Before you begin password protecting all your workbooks, there are a few important things to keep in mind:

- Do not send the passwords to your workbooks via email.
- Anyone with the password to modify the workbook can also remove the password protection.
- The best protection is to assign a ridiculously long password and/or one with random characters.
- If you forget your password, you can't get into your workbook and make changes.

Below you will find a directions to assist you in creating password protected documents for DCCCD.

Basic Password Protection Steps:

Word

1. Select **File > Save As**, or press F12.
2. In the **Save As** box, select **This PC**, select **Tools**, and then select **General Options**.
3. Enter a password in the **Password to open** box, and then select **OK**.
4. Re-enter the password in the **Confirm Password** box, and then select **OK**.
5. Select **Save**, and then select **Yes** If you wish to replace the existing file.

Excel

1. Select **File > Save As**, or press F12.
2. In the **Save As** box, select **Tools**, and then select **General Options**.
3. Enter a password in the **Password to open** box, and then select **OK**.
4. Re-enter the password in the **Confirm Password** box, and then select **OK**.
5. Select **Save**, and then select **Yes** If you wish to replace the existing file.

Additional Protection

Password to modify an Excel file:

1. Select **File > Save As**, or press F12.
2. In the **Save As** box, select **Tools**, and then select **General Options**.
3. Enter password in the **Password to modify** box, and then select **OK**.
4. Re-enter the password in the **Confirm Password** box, and then select **OK**.
5. Select **Save**, and then select **Yes** If you wish to replace the existing file.

Separate passwords to open and modify an Excel file.

1. Select **File > Save As**, or press F12.
2. In the **Save As** box, select **Tools**, and then select **General Options**.
3. Enter different passwords in the **Password to modify** and **Password to open** boxes, and then select **OK**.
4. In the **Confirm Password** box, re-enter the password in the **Reenter password to proceed** field and then select **OK**.
5. In the **Confirm Password** box, re-enter the password in the **Reenter password to modify** field and then select **OK**.
6. Select **Save**, and then select **Yes** If you wish to replace the existing file.

Source:

<https://support.office.com/en-us/article/protect-an-excel-file-7359d4ae-7213-4ac2-b058-f75e9311b599>
<https://www.wikihow.com/Password-Protect-an-Excel-Spreadsheet>