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Encryption

Excel 2013 allows you to encrypt, or password protect, an entire workbook.

Encrypting a Workbook

1. Select **File**.

2. Select **Info**.

3. Select **Protect Workbook**.

4. Select **Encrypt with Password**.

5. Enter a password and select **OK**.
6. Enter the password again and select **OK**.

   **Note:** If you forget the password there is no way to retrieve it.

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**Removing Encryption from a Workbook**

1. Select **File**.

2. Select **Info**.

3. Select **Protect Workbook**.

4. Select **Encrypt with Password**.

5. Leave the password blank and select **OK**.
Protection

Excel 2013 allows you to protect an entire workbook, an individual worksheet, or hide formulas.

Protecting a Workbook

1. Select the Review tab.

2. Select Protect Workbook.

3. Select Structure and/or Windows.

   - **Structure**: Protecting the structure prevents users from viewing hidden worksheets, moving, deleting, hiding, or changing the name of a worksheet, or moving or copying worksheets to another workbook.

   - **Windows**: Protecting windows prevents users from changing the size and position of windows as well as moving, resizing, or closing windows. They will be able to hide and unhide windows.

4. **Optional**: Enter a password and select OK. Enter the password again.
Protecting a Worksheet

1. Select the **Review** tab.

2. Select **Protect Sheet**.

3. Select any items you want the user to be able to edit.

4. **Optional**: Enter a password and select **OK**. Enter the password again.

5. Select **OK**.

**Note**: If you forget the password there is no way to retrieve it.

**Note**: Without a password, users can unprotect the workbook by following the same steps.
Unprotecting a Worksheet

1. Select the **Review** tab.

   ![Review Tab]

2. **Select Unprotect Sheet.**

   ![Unprotect Sheet]

3. If password protected:
   a. Enter the password.
   b. Select **OK**.

Protecting Specific Cells

1. Select the cells that you want to protect.
2. Select the **Home** tab.

   ![Home Tab]

3. **Select Format.**

   ![Format]

4. **Select Format Cells.**

   ![Format Cells]

5. **Select the Protection tab.**

   ![Protection Tab]
6. Select **Locked**.

![Checkbox for Locked](image)

7. Select **OK**.

**Hiding Formulas**

1. Select the cells that contain formulas you want to hide.
2. Select the **Home** tab.
3. Select **Format**.
4. Select **Format Cells**.
5. Select the **Protection** tab.
6. Select **Hidden**.
7. Select **OK**.

**Note:** Although you have checked the box to hide formulas, you must protect the worksheet for the changes to take effect.