



Excel 2016: Password Protect

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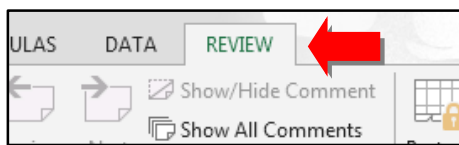
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Password Protect

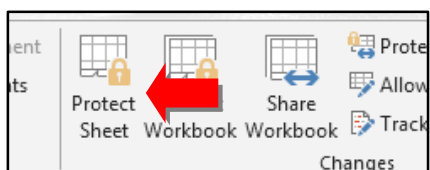
Excel 2016 lets you password protect a sheet or workbook to prevent the information from being accidentally changed.

Protect a Sheet

1. Go to the sheet you would like to protect.
2. Select the **Review** tab.

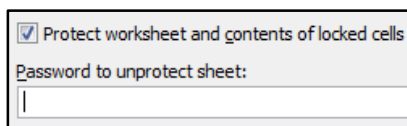


3. Select **Protect Sheet**.

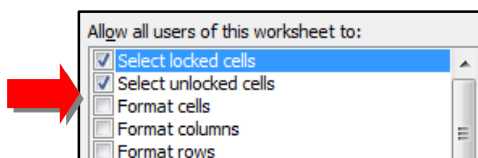


4. Enter a password in the field.

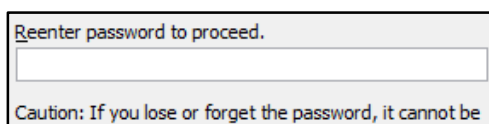
Note: Write the password down in a safe place. Forgotten passwords will not be able to be retrieved.



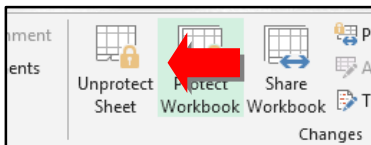
5. Check the boxes next to the items you want users to be able to do with your protected sheet.



6. Select **OK**.
7. Reenter the password in the field.

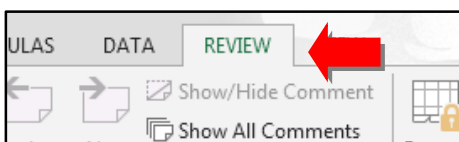


8. Select **OK**.
9. To unprotect the sheet, select **Unprotect Sheet** and enter the password.

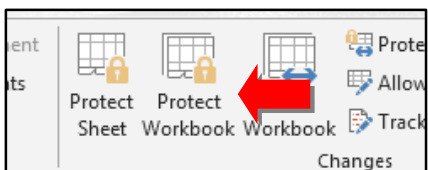


Protect a Workbook

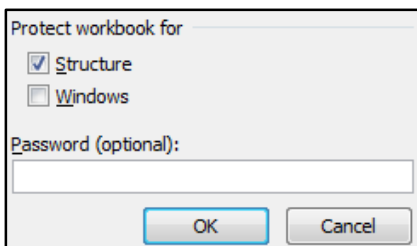
1. Select the **Review** tab.



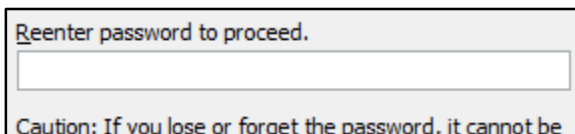
2. Select **Protect Workbook**.



3. Enter a password in the field.



4. Select **OK**.
5. Reenter the password in the field.



6. Select **OK**.
7. To unprotect the workbook, select **Protect Workbook** and enter the password.