



Excel 2016:

Encryption and Protection

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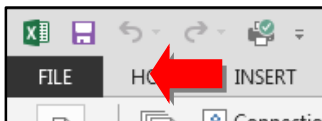
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Encryption

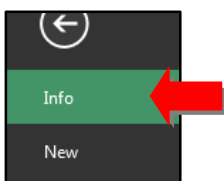
Excel 2016 allows you to encrypt, or password protect, an entire workbook.

Encrypting a Workbook

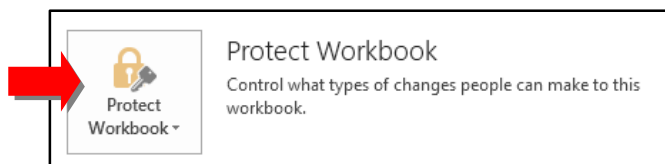
1. Select **File**.



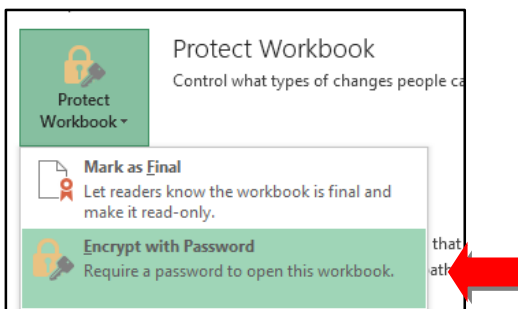
2. Select **Info**.



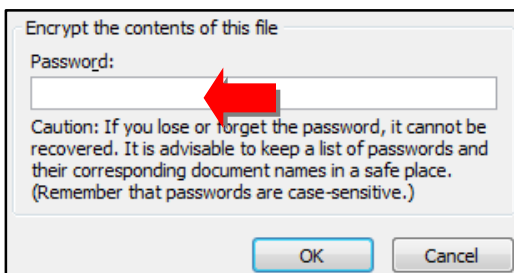
3. Select **Protect Workbook**.



4. Select **Encrypt with Password**.



5. Enter a password and select **OK**.

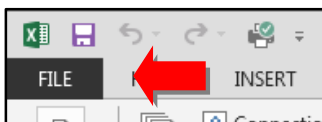


- Enter the password again and select **OK**.

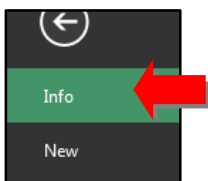
Note: If you forget the password there is no way to retrieve it.

Removing Encryption from a Workbook

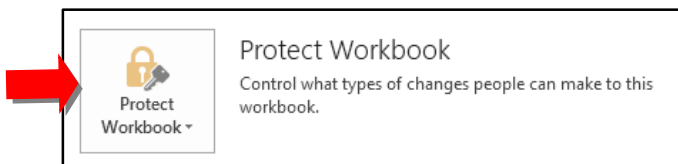
- Select **File**.



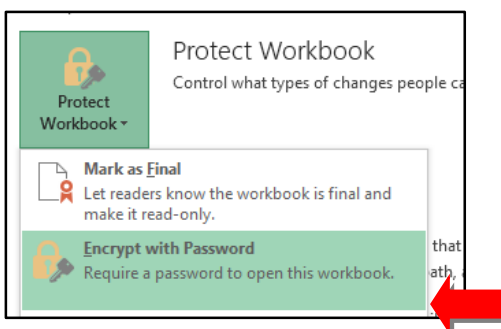
- Select **Info**.



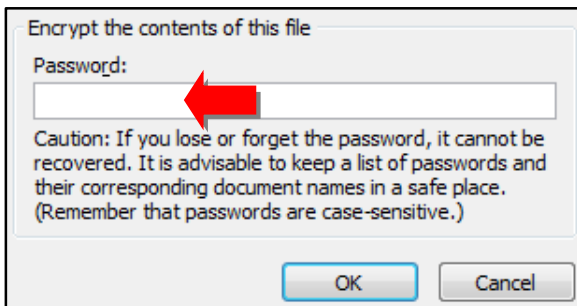
- Select **Protect Workbook**.



- Select **Encrypt with Password**.



- Leave the password blank and select **OK**.



Protection

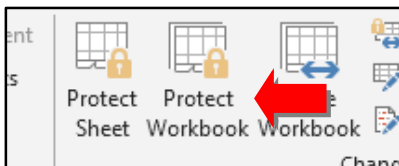
Excel 2016 allows you to protect an entire workbook, an individual worksheet, or hide formulas.

Protecting a Workbook

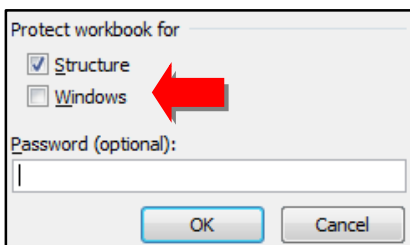
1. Select the **Review** tab.



2. Select **Protect Workbook**.

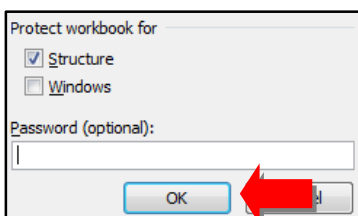


3. Select **Structure** and/or **Windows**.



- **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.



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

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

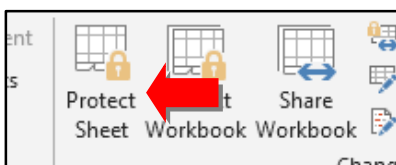
5. Select **OK**.

Protecting a Worksheet

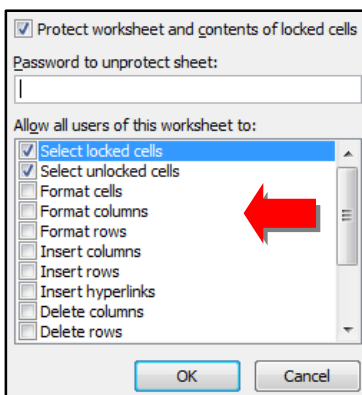
1. Select the **Review** tab.



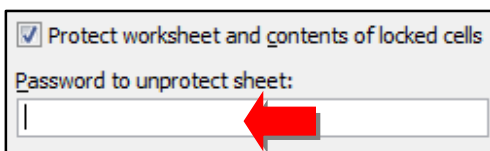
2. Select **Protect Sheet**.



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.



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

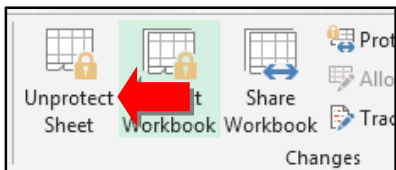
5. Select **OK**.

Unprotecting a Worksheet

1. Select the **Review** tab.



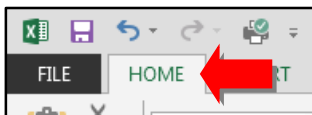
2. Select **Unprotect Sheet**.



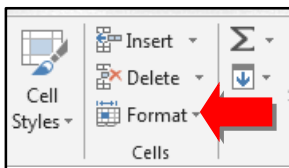
3. If password protected:
 - a. Enter the password.
 - b. Select **OK**.

Protecting Specific Cells

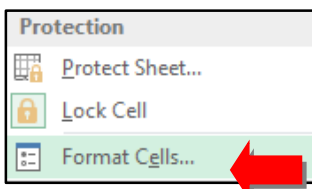
1. Select the cells that you want to protect.
2. Select the **Home** tab.



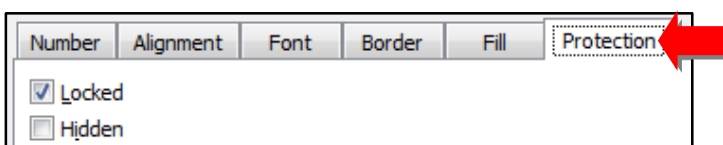
3. Select **Format**.



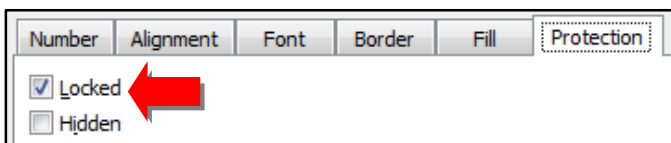
4. Select **Format Cells**.



5. Select the **Protection** tab.



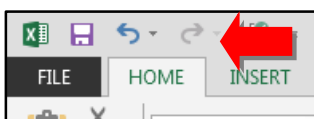
6. Select **Locked**.



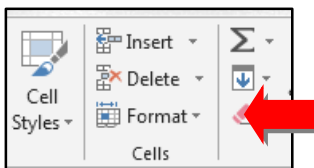
7. Select **OK**.

Hiding Formulas

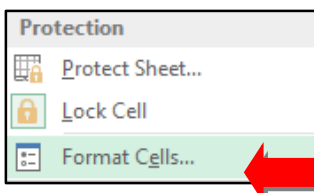
1. Select the cells that contain formulas you want to hide.
2. Select the **Home** tab.



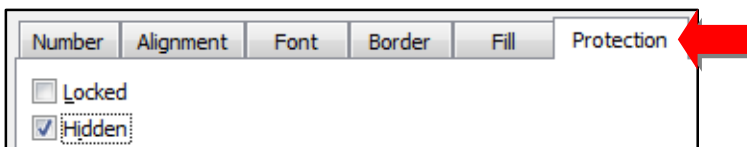
3. Select **Format**.



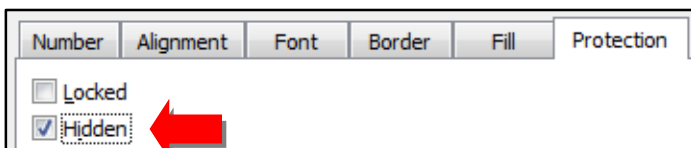
4. Select **Format Cells**.



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.