

To lock only a few cells on a worksheet

1. Select the entire worksheet by clicking the **Select All** button (It is the gray rectangle directly above the row number for row 1 and to the left of column letter A.)
2. On the Format menu, click on **Cells**.
3. Click the Protection tab.
4. Clear the Locked check box.

This unlocks all the cells on the worksheet.

(If the **Cells** command is not available, parts of the worksheet may already be locked. On the **Tools** menu, point to **Protection**, and then click **Unprotect Sheet**.)

1. Select just the cells you want to lock and repeat the steps, but this time select the **Locked** check box.
2. Click on **Tools** and point to Protection.
3. Click on **Protect Sheet**, and then click **OK**. (In the **Protect Sheet** dialog box, you have the option to specify a password and select the elements that you want users to be able to change.