

## To change or remove a workbook password

1. Open the workbook.
2. On the **File** menu, click **Save As**.
3. On the **Tools** menu, click **General Options**.
4. In the **Password to open** or **Password to modify** box, double-click the asterisks.
5. Type the new password.
6. When prompted, retype the new password, and then click **OK**.
7. Click **Save**.
8. If prompted, click **Yes** to replace the existing workbook.

## To remove the password for viewing or editing a workbook

1. Open the workbook.
2. On the **File** menu, click **Save As**.
3. On the **Tools** menu, click **General Options**.
4. In the **Password to open** or **Password to modify** box (or in both boxes), **double-click the asterisks and then press the DELETE key**.
5. Click **OK**, and then click **Save**.
6. Click **Yes** to replace the existing workbook.