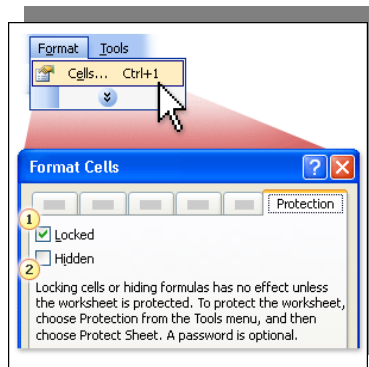


# Protecting Worksheet Data in Microsoft Excel

## Step 1

1. On the Main Menu, click on **Format**.
2. From the drop-down list, click on **Cells**.
3. Click on the **Protection** tab.
4. Clear the **Locked** check box, and then click **OK**. Remember, you're unlocking before you turn protection on the cells that you want users to be able to work in.



## Step 2

1. On the **Tools** menu, point to **Protection**, and then click on **Protect Sheet**.
2. Type a password in the **Password to unprotect sheet** box, and then click **OK**.
3. A new dialog box asks you to retype the password to proceed. Type the password again, and then click **OK**.

Note that if you forget your password, you won't be able to unprotect the worksheet. Also remember that this password is not used to open the workbook; it's only used to unprotect the worksheet.