

To Protect a Workbook

1. On the Main Menu, click on **Tools**
2. Point to **Protection**.
3. From the list, click on **Protect Workbook**.
4. Do one or more of the following:
 - To protect the structure of a workbook so that worksheets in the workbook can't be moved, deleted, hidden, unhidden, or renamed, and new worksheets can't be inserted, select the **Structure** check box.
 - To protect windows so that they are the same size and position each time the workbook is opened, select the **Windows** check box.
 - To prevent others from removing workbook protection, type a password, click **OK**, and then retype the password to confirm it.