

## To protect a workbook so that no one can add or delete worksheets or rename a tab:

1. On the **Tools** menu, point to **Protection**, and then click **Protect Workbook**. The **Structure** check box is already selected by default.
2. Type your password, click **OK**, and then type your password again.

No option is available to insert, delete, rename, move, or copy a worksheet by right-clicking. On the shortcut menu, the commands to **Insert**, **Delete**, **Rename**, and **Move or Copy** are unavailable.

On the **Insert** menu, the **Worksheet** command is also unavailable.

This allows you to protect your workbook when others work with the data.