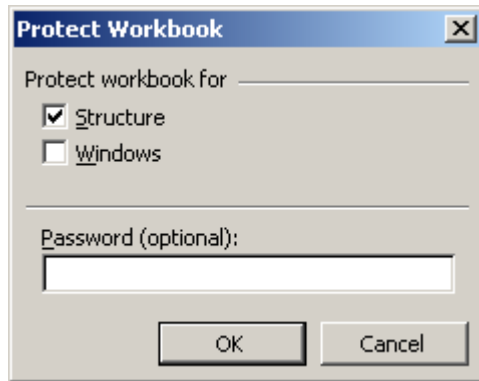


WORKBOOK PROTECTION

If you wish to, you can set protection on the whole workbook. This will prevent any changes to the way that the workbook is either displayed and/or structured.

Select **Tools|Protection|Protect Workbook**.

You will see a dialog box where you can choose either to protect the Windows or the Structure. You may also set a password if you require.



Windows Protection If you choose to protect the workbook's windows, you will not be able to move, resize, hide or close any of the windows on display when the protection was set. All of the relevant buttons on the windows are hidden.

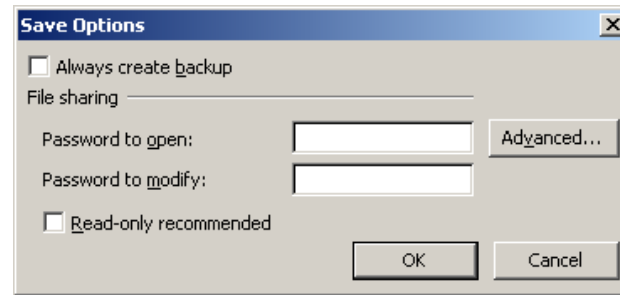
Structure Protection If you choose this option, you will not be able to add, delete, rename, move, hide or unhide sheets.

SAVING A FILE WITH A PASSWORD

The final stage in protecting your data is to assign a password to the file when you save it. This will prevent any unauthorised person even opening the file without the necessary permission.

SAVING A FILE WITH A PASSWORD CONTINUED...

Choose **File|Save As** from the main menu and then click the **Tools** button and then choose **General Options..** You will see the following dialog box:



Password to Open

Type the password required to open the selected workbook file. You are prompted to confirm the password. You can assign passwords to workbooks saved as templates and add-in macro file formats, in addition to those saved in the Microsoft Excel file format when the protection was set. All of the relevant buttons on the windows are hidden.

Password to modify

Type the password required to save changes to the selected workbook under the same filename. You are prompted to confirm the password

Read only recommended

Displays a message requesting that users access the file as read-only. This message is displayed before the workbook is opened only if users have cleared the Read Only check box in the Open dialog box. The file remains read only even when it is saved under another name using the Save As command on the File menu.



Managing Excel Protection

A Quick Guide

For more Excel guidance visit :
knowledge.senansolutions.com



INTRODUCTION

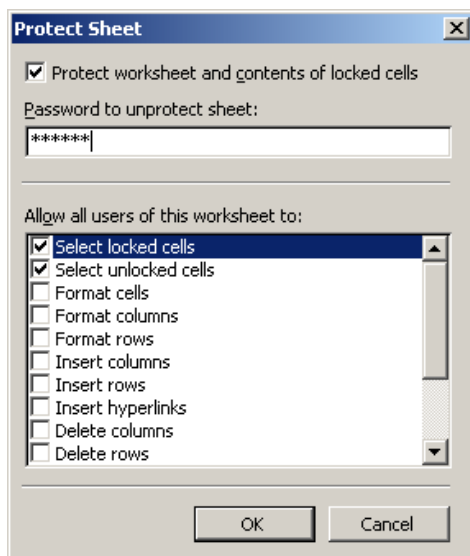
Having created a workbook, perhaps containing a number of separate sheets all with formulae and formatting, you will probably want to apply a measure of protection to it to stop some cells being amended or deleted, either accidentally or deliberately.

Microsoft Excel allows you to apply protection to the workbook, individual worksheets and component cells.

By default all cells are locked, i.e. protected, once you have turned on the global sheet protection feature.

SHEET PROTECTION

To turn on sheet protection, select **Tools|Protection** from the main menu. Select **Protect Sheet...** from the sub-menu to see the following dialog box:

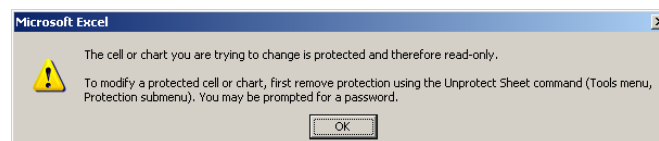


You can choose exactly what users of the worksheet can do by ticking extra boxes if required. For example, if you are happy for users to format the worksheet, tick format cells, columns and rows.

SHEET PROTECTION CONTINUED...

If required you may enter a password, **but you must remember this password if you want to subsequently make any changes to the worksheet or if you wish to unprotect it.**

Having set the sheet protection, you will now find that you are unable to change the contents of any cell. Nor will you be able to delete or insert rows or columns, cut or copy any ranges, or alter the sheet in any way. Whatever you try to do you will see the following dialog box:



UNLOCKING A RANGE OF CELLS

Having applied worksheet protection, you will probably want to change individual cell protection to allow some cells to be changed, e.g. values added. To do this you need to unlock these cells.

Before you are able to do anything further on the worksheet you will need to unprotect it.

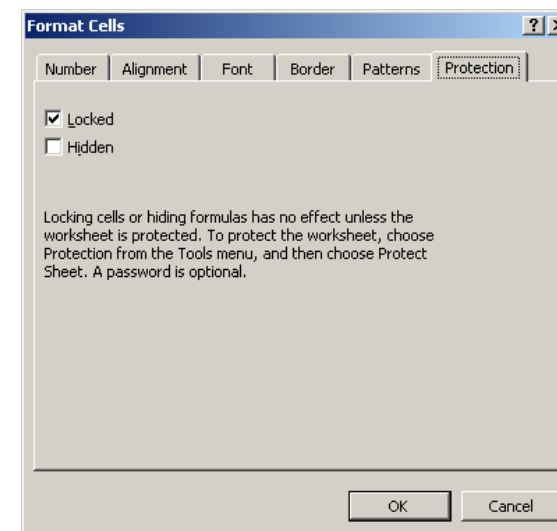
Select **Tools|Protection** from the main menu and then **Unprotect Sheet...**

If you previously set a password you will now be prompted to enter it. When you click on **OK** or press **Enter** the worksheet will be unprotected once again.

Now select the range of cells that you wish to unlock - this could be a whole column or row or it could be non-adjacent individual cells.

Having made the selection, choose **Format|Cells** and then click on the **Protection** tab of the resultant dialog box.

UNLOCKING A RANGE OF CELLS CONTINUED...



You may now remove the cross from the **Locked** check box and click on **OK**.

You will now need to re-protect the worksheet. Having done this you will find that you can amend those cells that are unprotected but no others. Hiding formulae in cells

In addition to protecting the contents of cells, you can also hide from view any formulae that appear in cells. This means that although you can see the answer displayed in the cell itself, you cannot see how the cell is calculated.

To do this, first select the required cells and then choose **Format|Cells**. Click in the **Hidden** check box on the **Protection** tab. Once you have applied sheet protection, you will find that no values show on the formula bar for the cells in question.