



COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wondered if you could protect a very sensitive document, spreadsheet, or presentation from being opened by anyone other than yourself?

Protecting Word Documents, Excel Spreadsheets, and PowerPoint Presentations with Passwords

You can protect your document, spreadsheet, or presentation by applying a password so that an unauthorized person cannot display as well as modify your document, spreadsheet, or presentation. You can apply two types of passwords:

Password to open the:

If a password is applied you have to give the correct password to open the document, spreadsheet, or presentation, otherwise you cannot open the document, spreadsheet, or presentation.

Password to modify the document, spreadsheet, or presentation:

If a password is applied then you have to give the correct password to modify the document, spreadsheet, or presentation. Otherwise your document, spreadsheet, or presentation is opened but you cannot modify the document, spreadsheet, or presentation. It means that your document, spreadsheet, or presentation becomes read-only.

To apply a password to a document, spreadsheet, or presentation, follow these steps.

1. Open Save As dialog box by selecting **Save As** command from File menu.
2. Click the **Tools** button of Save As dialog box and choose **General Options** from the drop down menu.
3. Enter first password in **Password to Open** text box and second password in **Password to Modify** text box (if required) and click **Ok** button of the dialog box. Microsoft Word will open **Confirm Password** dialog box for the confirmation of the passwords. The maximum length of passwords is 15 characters.
4. Re-enter the password to open and password to modify and click the **Ok** button of Confirm Password dialog boxes one by one.
5. Click **Save** button of Save As dialog box.

Note: Remember to write down your passwords in a secure place in case you forget them because once the passwords are set, the document, spreadsheet, or presentation cannot be opened and/or modified without entering the correct password.
