

Topic 7:- **Password Excel File**

To password-protect an Excel file, you can use Excel's built-in encryption features. This allows you to set a password to prevent unauthorized access to the workbook or to restrict access to specific sheets or to protect individual cells. Here's how you can password-protect an Excel file:

1. Password-Protect the Entire Workbook:

1. Open your Excel file that you want to protect.
2. Click on the "File" tab in the Excel ribbon to go to the Backstage View.
3. Select "Info" from the left-hand menu.
4. Click on the "Protect Workbook" option.
5. Choose "Encrypt with Password."
6. A dialog box will appear. Enter your desired password (make sure it's a strong, secure password) and click "OK."
7. Confirm the password by entering it again when prompted.
8. Save the file to apply the password protection.

Now, whenever someone tries to open the workbook, they will be prompted to enter the password.

2. Password-Protect a Specific Worksheet:

If you want to protect specific worksheets within the workbook, follow these steps:

1. Open your Excel file.
2. Right-click on the sheet tab at the bottom that you want to protect.
3. Select "Protect Sheet" from the context menu.
4. A "Protect Sheet" dialog box will appear. Enter a password in the "Password to unprotect sheet" field. This is the password required to unprotect the sheet. You can also specify options for what actions are allowed on the protected sheet.
5. Click "OK" and re-enter the password to confirm it.
6. Save the file.

Now, the selected worksheet is protected with a password. Users will need to enter the password to make any changes to the protected worksheet.

3. Password-Protect Specific Cells:

If you want to protect specific cells within a worksheet, follow these steps:

1. Select the cells you want to protect.
2. Right-click on the selected cells and choose "Format Cells."
3. In the "Format Cells" dialog box, go to the "Protection" tab.
4. Check the box that says "Locked" to lock the selected cells.
5. Click "OK" to close the dialog box.
6. Now, you need to protect the worksheet itself to enforce cell locking:
 - Right-click on the sheet tab at the bottom.
 - Select "Protect Sheet."
 - Set a password in the "Password to unprotect sheet" field.
 - Click "OK" and re-enter the password to confirm it.
7. Save the file.

Now, the selected cells are locked, and users will need to enter the password to make changes to those cells.

Remember to keep your passwords secure because if you forget them, you won't be able to access or modify the protected Excel files or sheets. Excel does not provide a password recovery feature for these types of protections, so make sure to keep your passwords safe.