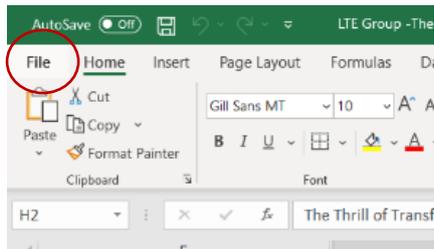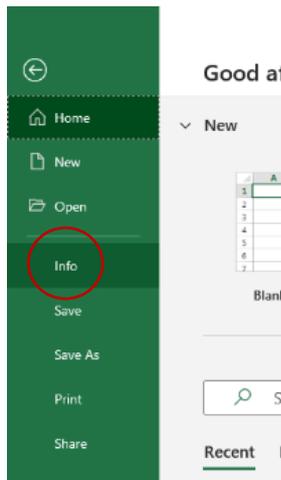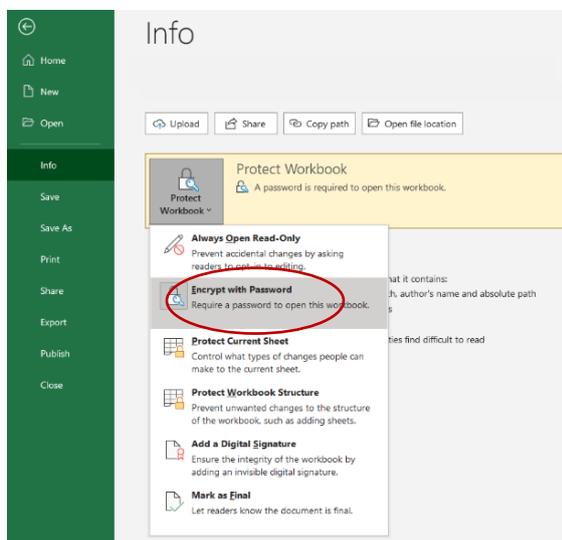**How to password protect an Excel spreadsheet**

1. Click on 'File' in the top left corner

2. Click on 'Info' on the left

3. Click on the 'protect workbook' button and 'encrypt with password'

4. Type your chosen password into the dialogue box (you'll need to do this twice) and click 'OK'