## 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'

©	Info
斺 Home	
🗅 New	
▷ Open	다 Upload 변 Share ⓒ Copy path ⓒ Open file location
Info	Protect Workbook
Save	Protect Workbook
Save As	Always Open Read-Only
Print	Prevent accidental changes by asking readers to opt in to aditing.
Share	Encrypt with Password Require a password to open this workbook.
Export	
Publish	Control what types of changes people can make to the current sheet.
Close	Protect Workbook Structure Prevent unwanted changes to the structure of the workbook, such as adding sheets.
	Add a Digital Signature Ensure the integrity of the workbook by adding an invisible digital signature.
	Mark as Final Let readers know the document is final.

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

