



UNIVERSITY OF CENTRAL FLORIDA
College of Medicine

Information Technology

Operations Team

Instructional

Sharing Protected Data

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Introduction

This document is intended to supply you with different methods to protect your data when you want to share the data with internal and external customer's.

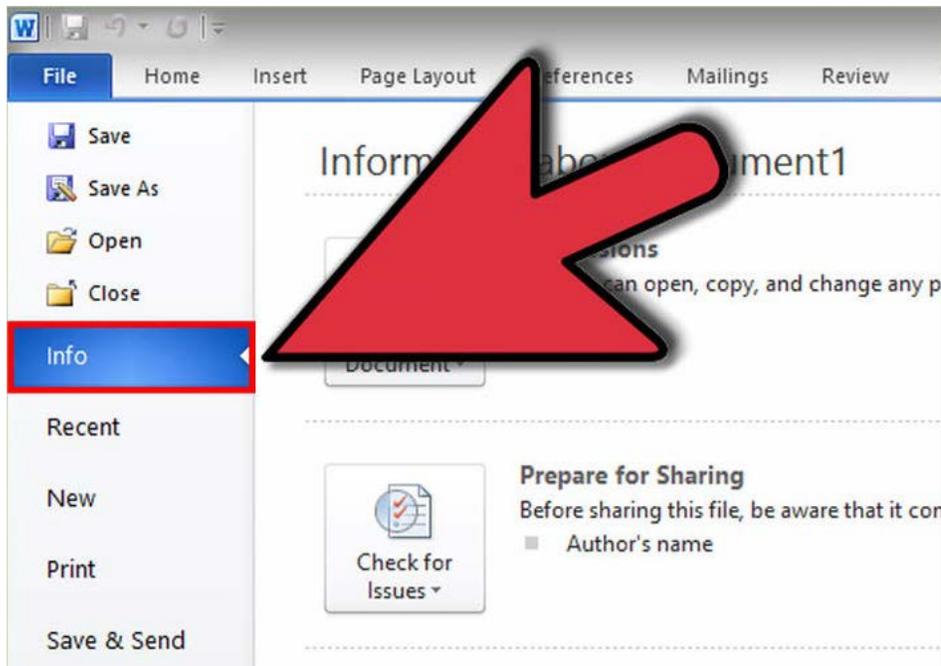
Procedure

How to Password Protect a MS Word Document

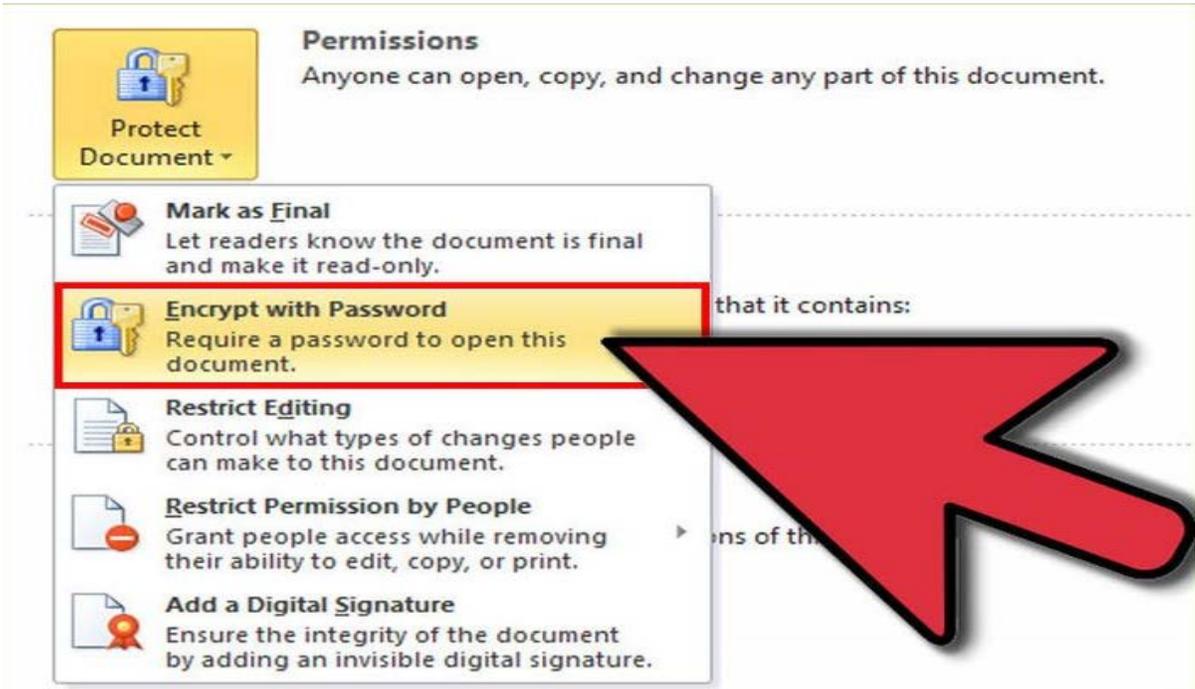
If you've got a Word document that you don't want prying eyes to see or modify, you'll want to lock down your file with a strong password. Word comes with password protection capabilities built-in to every version.

MS Word 2010/2013/2016

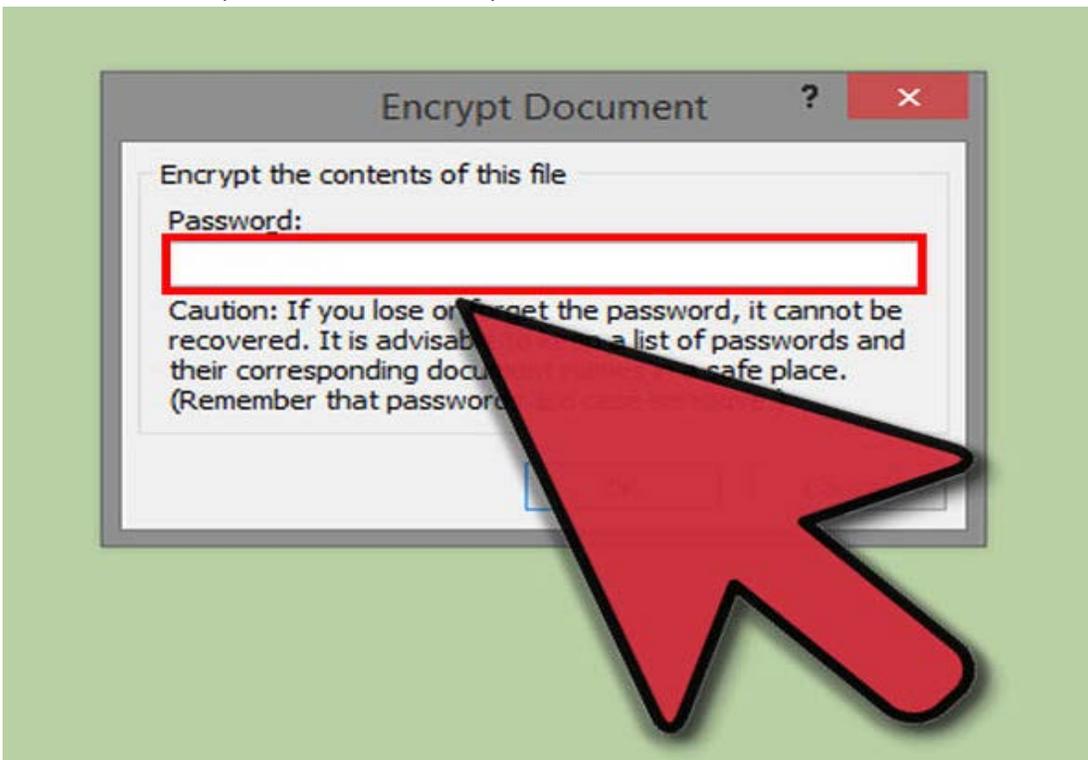
1. **Click the "File" in the upper-left corner.** If the Info tab doesn't automatically open, click the Info tab.



2. **Click Protect Document.** This square button is located under the “Information about <document>” section. Click “Encrypt with Password” in the menu that appears.



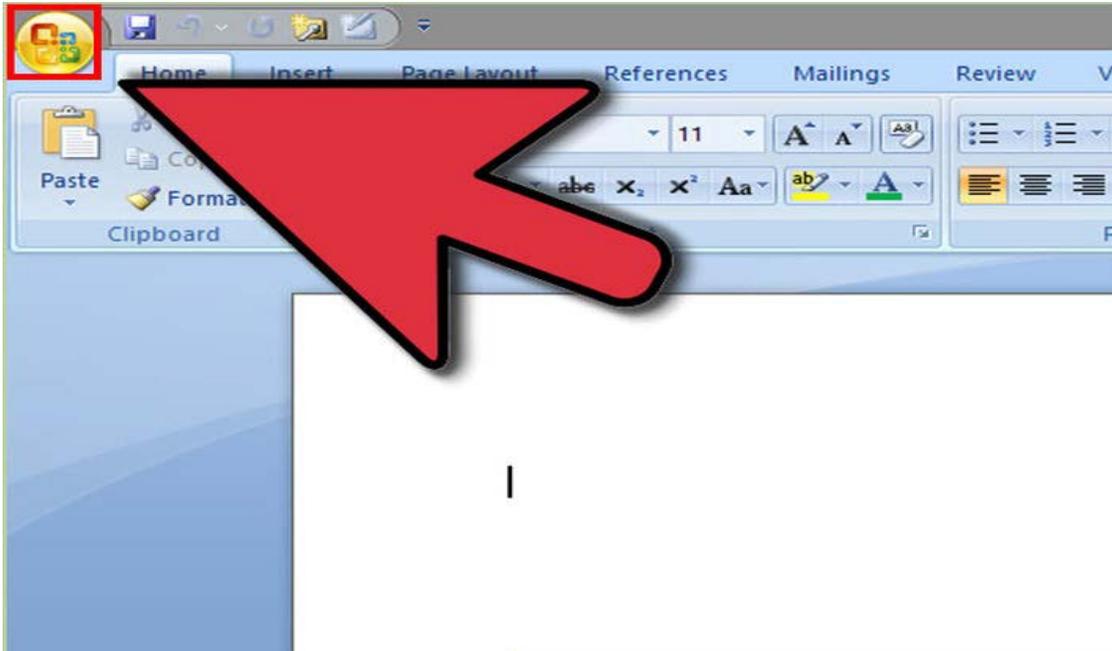
3. **Enter a password.** You will be asked to enter the password again to confirm it. You will not be able to retrieve this password if you forget it, so write it down in a safe location.
 - In order for the password to take effect, you must save the file.



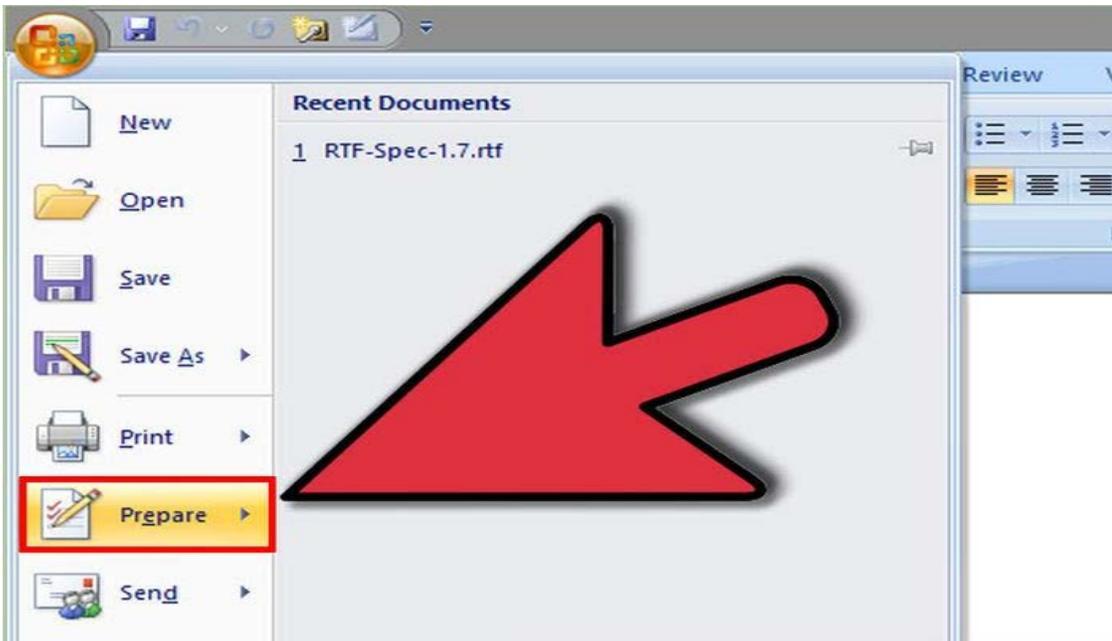
4. **Remove your password.** If you want to remove your password, open the document and click the File menu again. Click Protect Document and select “Encrypt with Password”. There will be a password in the box, delete it and press OK

Word 2007

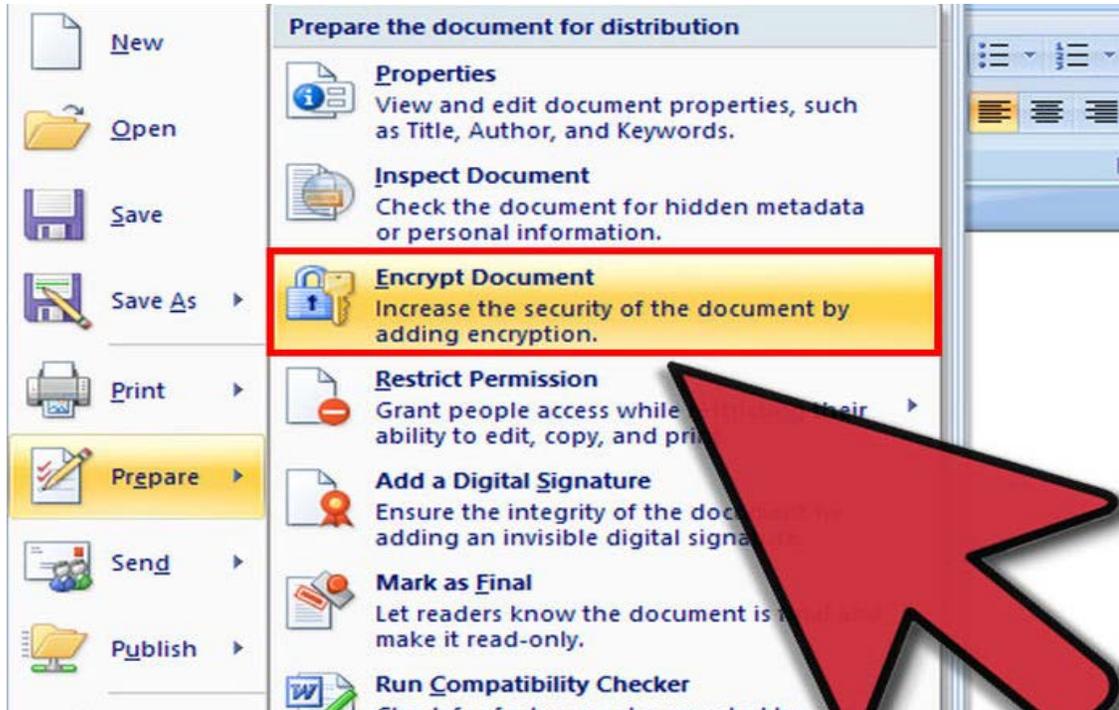
1. **Click the Microsoft Office Button.** This is the round button that is located in the top-left corner of the window. Clicking this button will open a menu that will allow you to save your document or start a new one



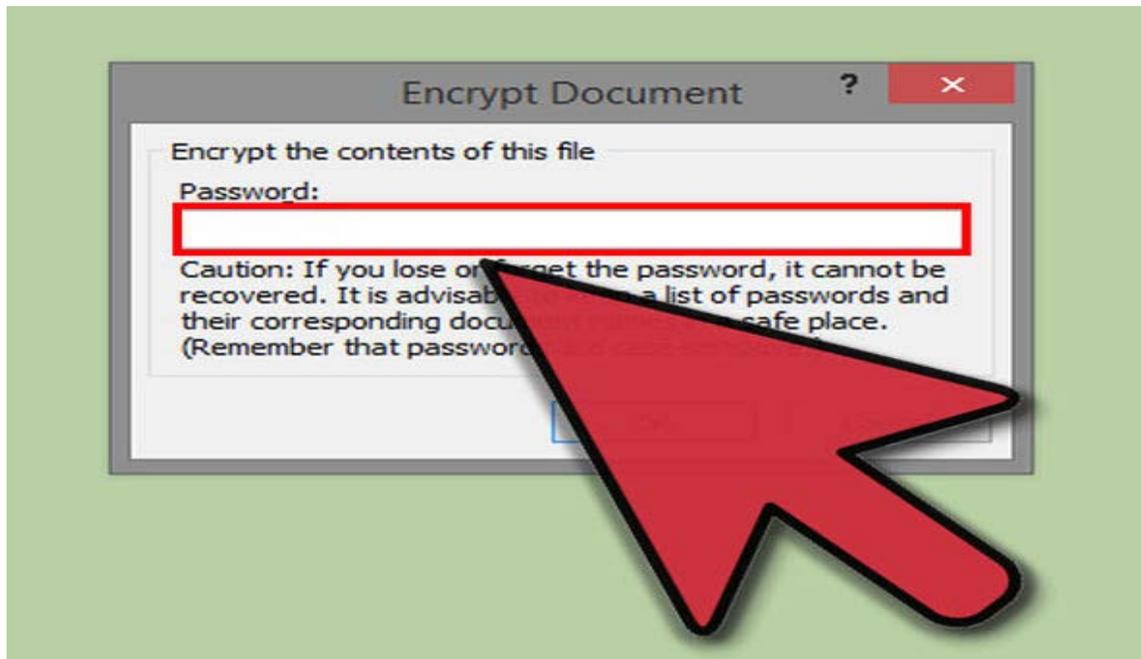
2. **Hover your mouse over Prepare.** This option is located between Print and Send. A new menu will appear.



3. Click **“Encrypt Document”**. A small box will appear where you can enter the password that you would like. You will be asked to enter the password twice to confirm it. You will not be able to retrieve this password if you forget it, so write it down in a safe location.
 - In order for the password to take effect, you must save the file

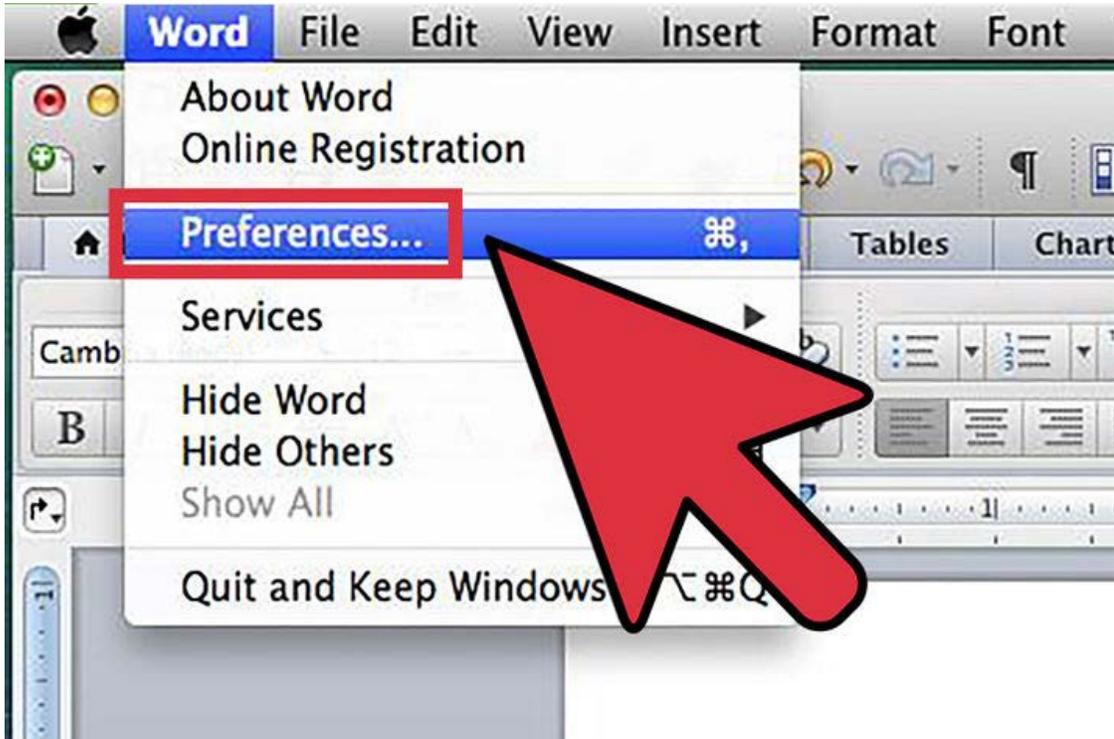


4. **Remove your password.** If you want to remove your password, open the document and click the Microsoft Office Button again. Hover over Prepare and select “Encrypt Document”. There will be a password in the box, delete it and press OK.



Word 2008/2001 (Mac)

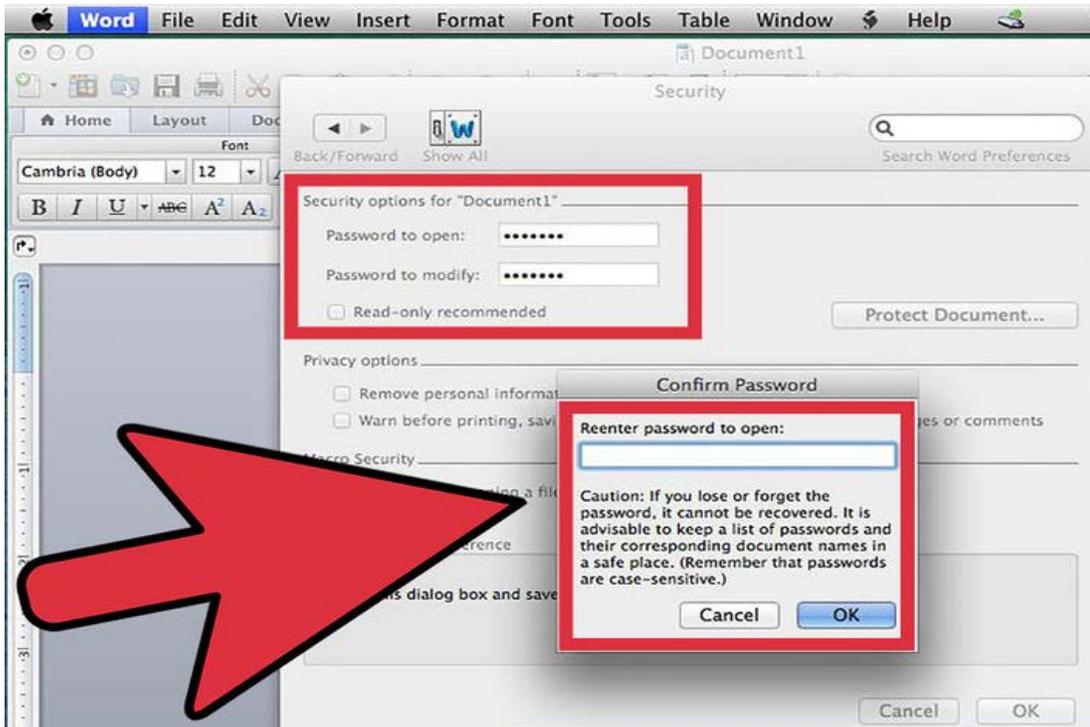
1. **Click the Word menu.** This is located in the top-left corner, between the Apple menu and the File menu. Select Preferences.



2. **Click Security.** This can be found under the Personal Settings section. This will open the Security window.



3. **Create your password.** In the “Password to open” field, type in your password and then click OK. You will be asked to reenter your password to confirm it. You will not be able to retrieve this password if you forget it, so write it down in a safe location.
 - In order for the password to take effect, you must save the file.



4. **Remove your password.** If you want to remove your password, open the document and click the Word menu again. Select Preferences and then click Security. There will be a password in the box, delete it and press OK

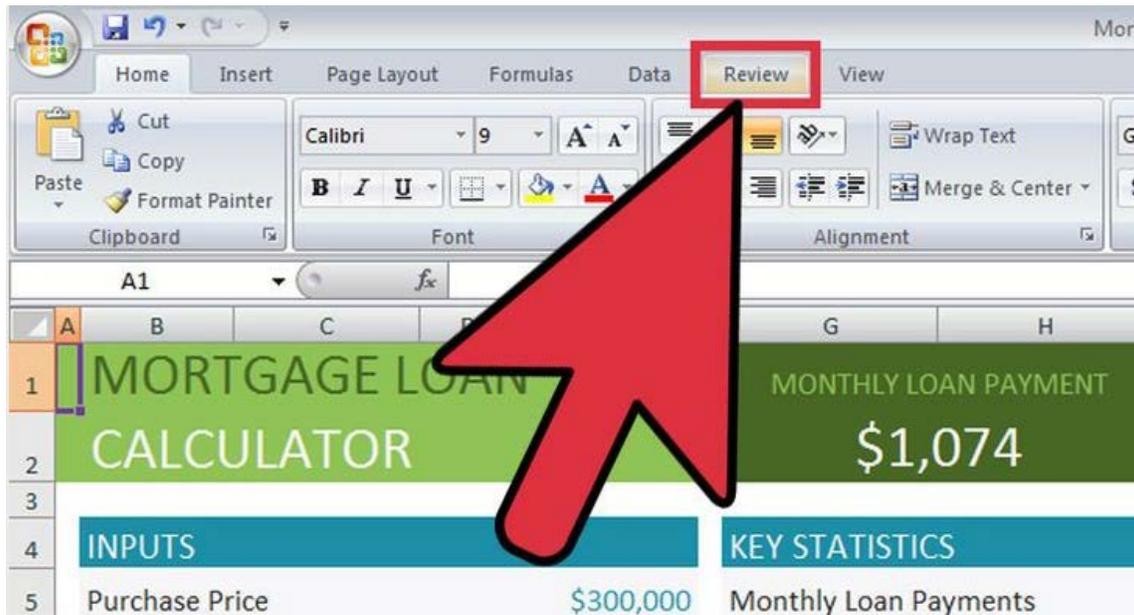


How to Password Protect a MS Excel Document

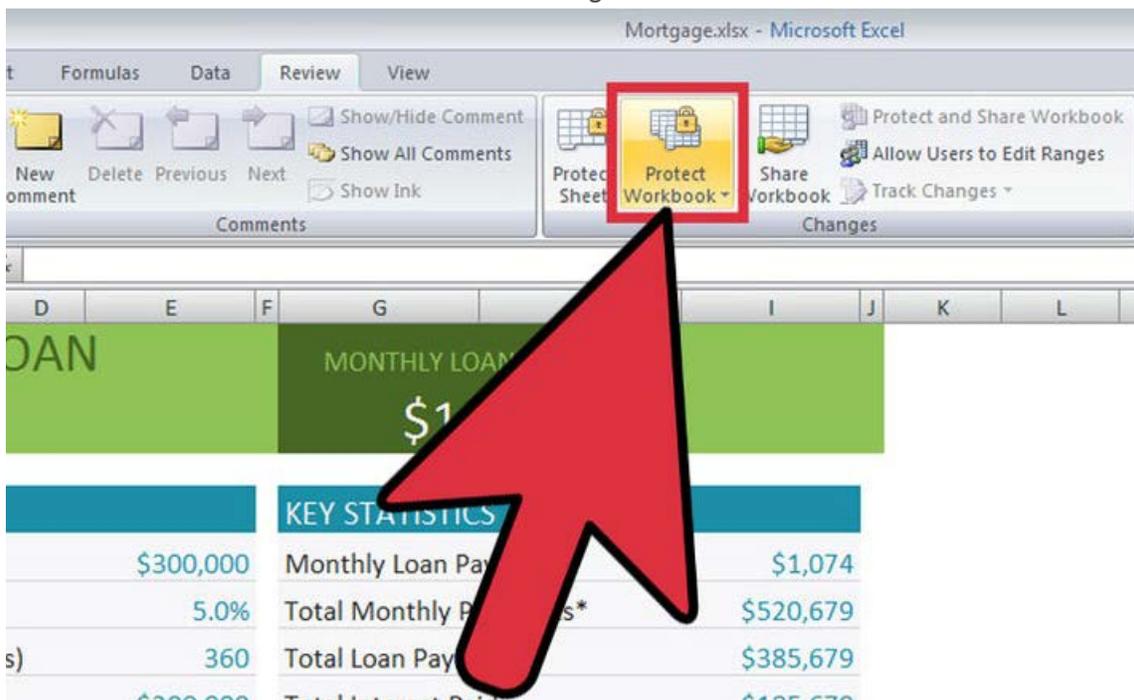
Microsoft Excel is the spreadsheet application in the Microsoft Office suite of programs. The ability to password-protect your workbooks is an important feature, because the program is used so frequently for financial records, budgeting and planning.

Adding a Password in Excel 2007

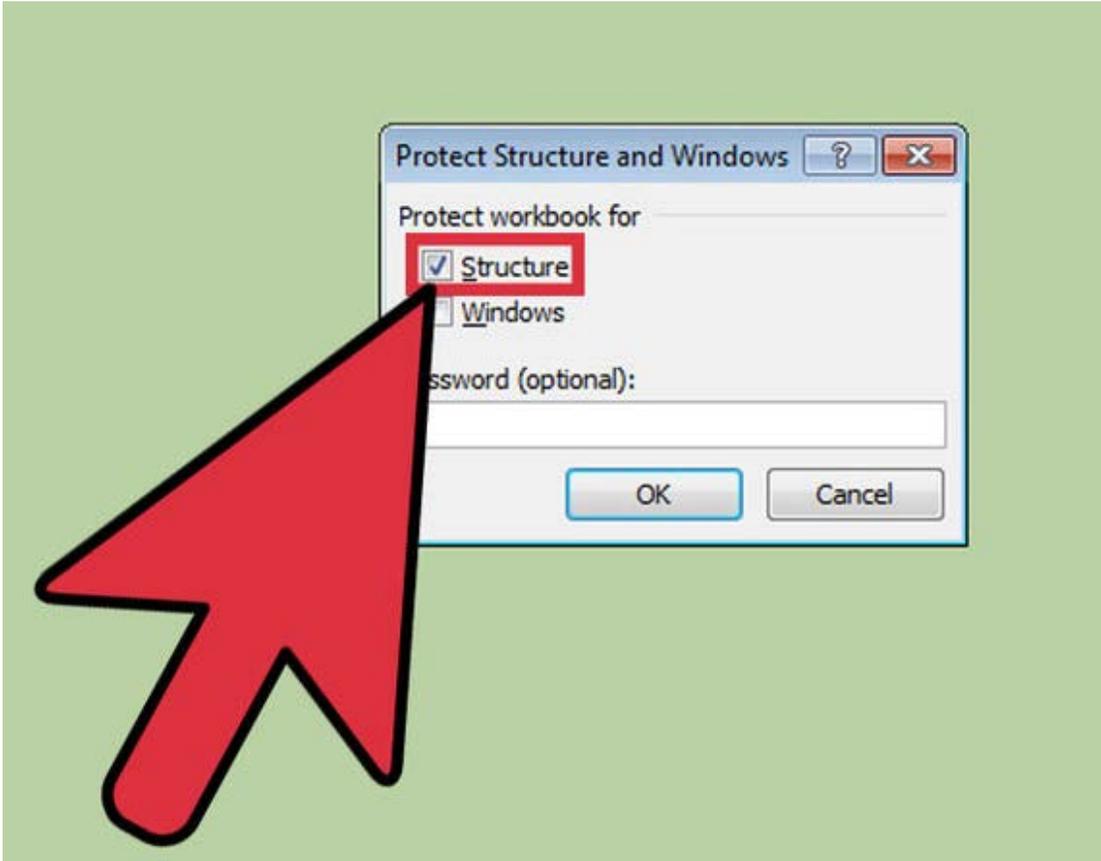
1. With the document open; Click the Review Tab



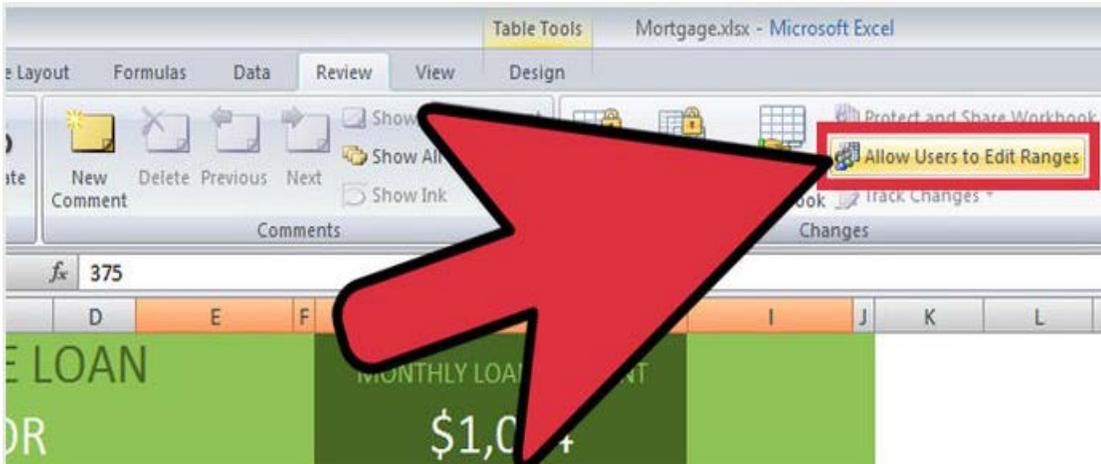
2. Select the "Protect Workbook" icon in the "Changes" section.



3. Make sure the "Structure" box is checked. If you have also set up specific windows within the file, check that box, too.

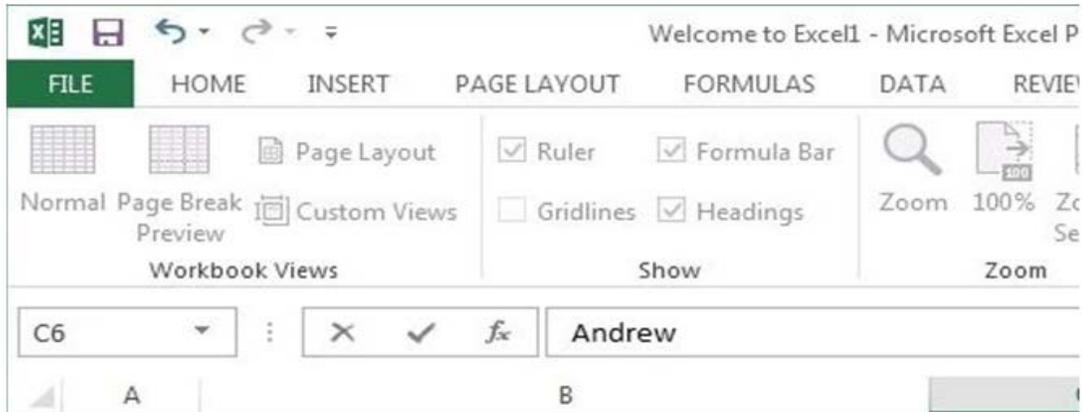


4. Provide a password in the appropriate text box that you can remember.
5. You can also allow users to modify a certain cell range too. By selecting Allow Users to Edit Ranges



Adding a Password in Excel 2013/2016

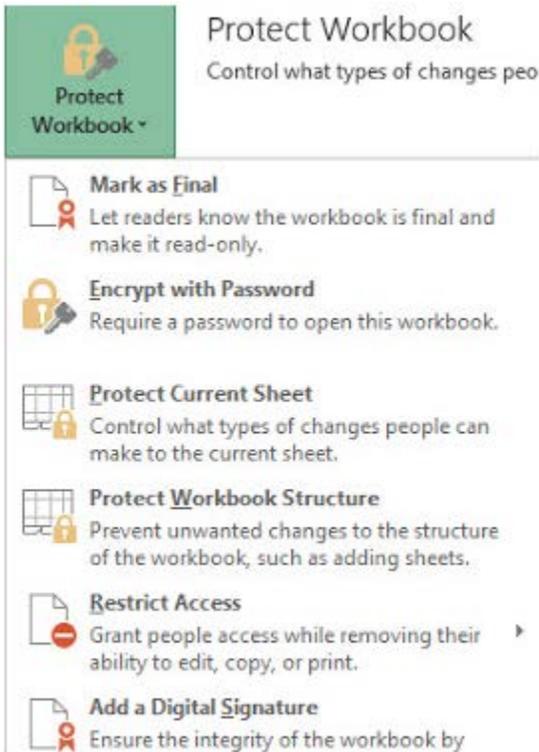
1. Open the MS Excel 2013 document you want to password-protected.
2. Select the "FILE" button on the top left



3. Select "Protect Workbook" on the right side pane window.



4. Select the option of "Encrypt with Password" on the drop down menu.



5. Enter your password and select OK

