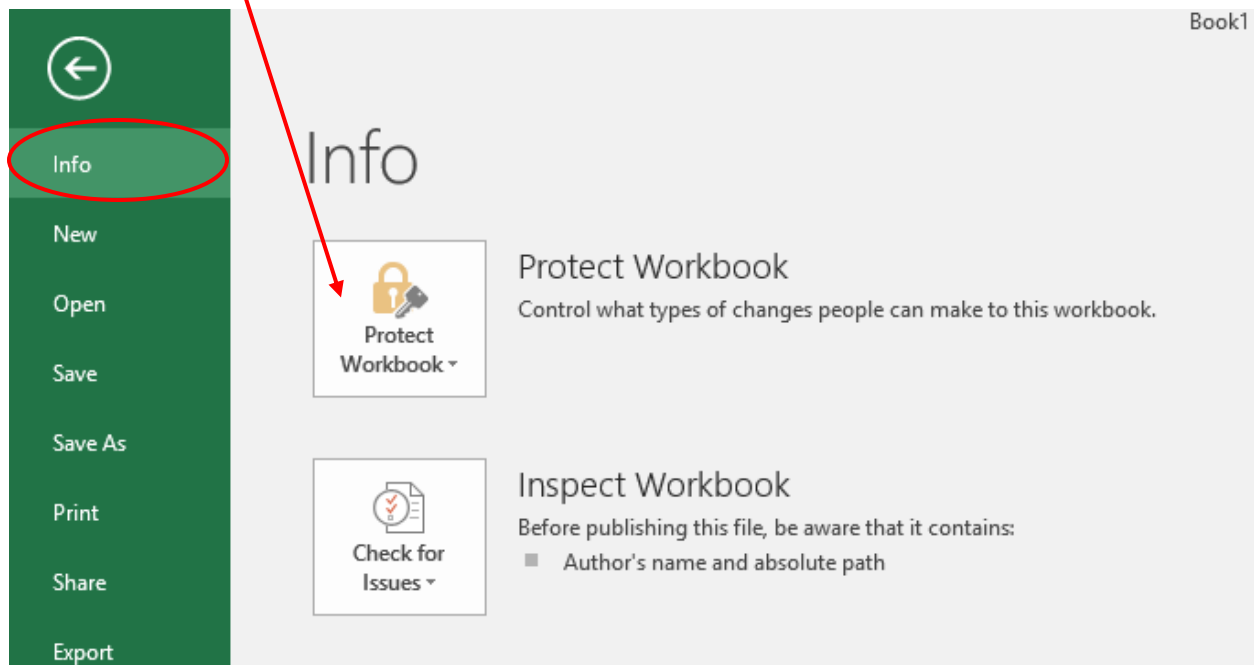


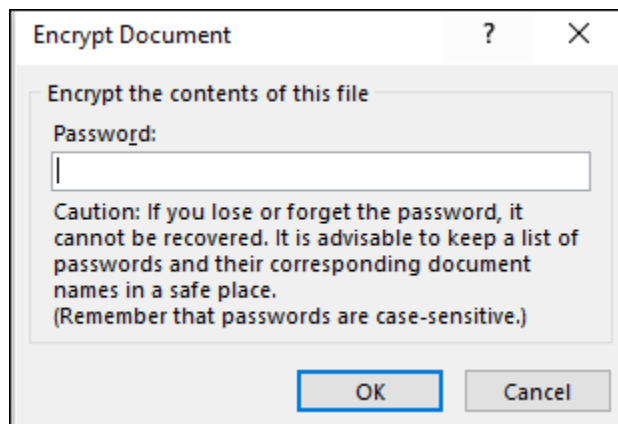
# Password Protect an Excel Document

Open the document

Go to File > Info > Protect Workbook > Encrypt with Password



Enter a password and click OK. Reenter password when asked to confirm password.

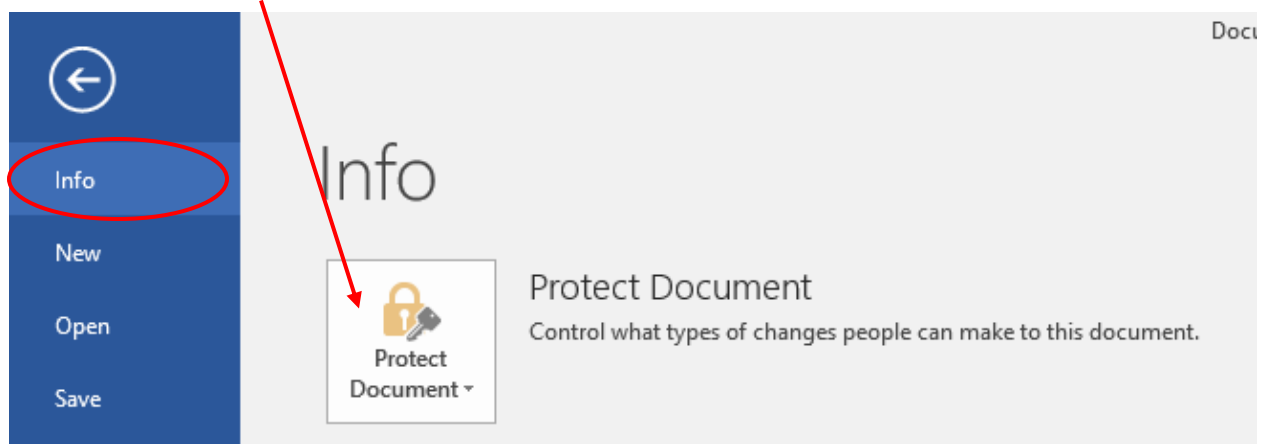


The next time the file is opened, you will need to enter your password.

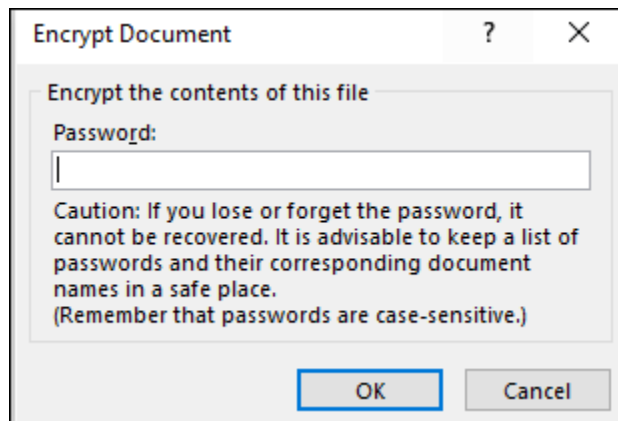
## Password Protect a Word Document

Open document

Go to File > Info > Protect Document > Encrypt with Password



Enter a password and click OK. Reenter password when asked to confirm password.



The next time the file is opened, you will need to enter your password.