Encrypting a Powerpoint 2010 file
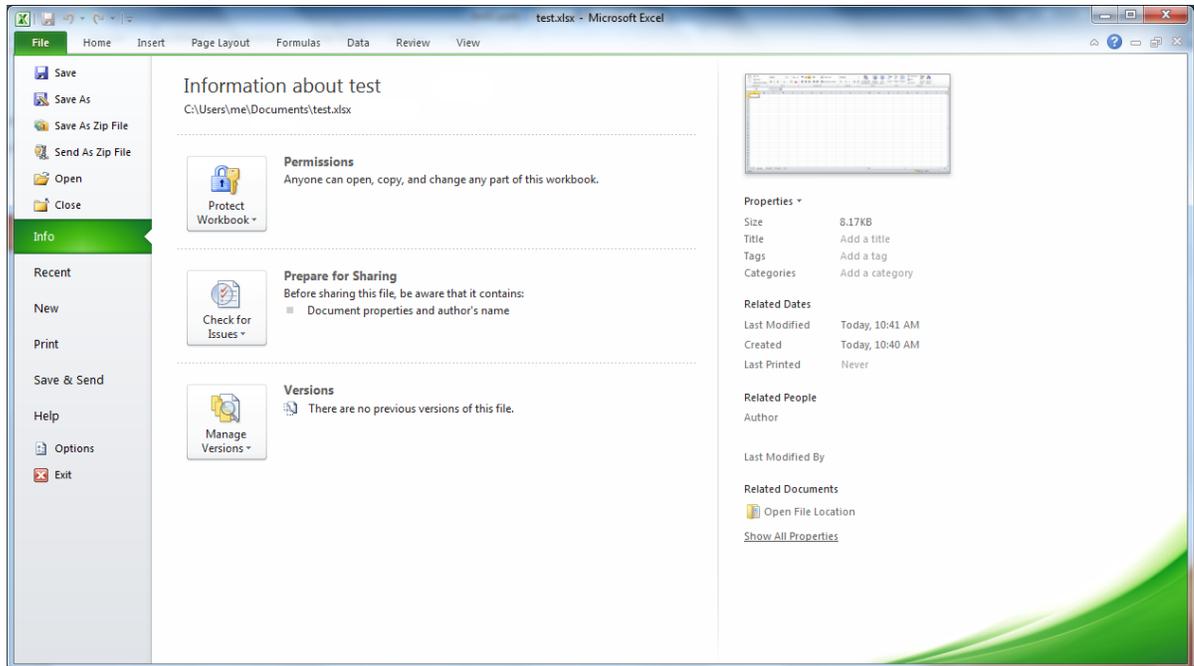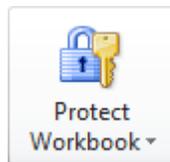
1. Open the File you want to encrypt.

2. Click the **File** tab.

3. In the **Permissions** section– of either Microsoft Word, Excel or PowerPoint – click one of the following:
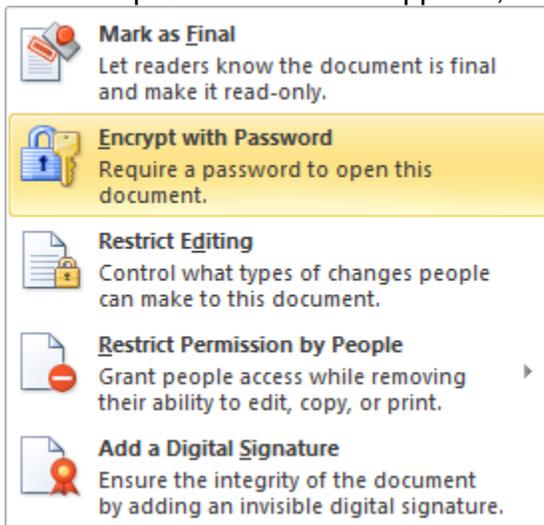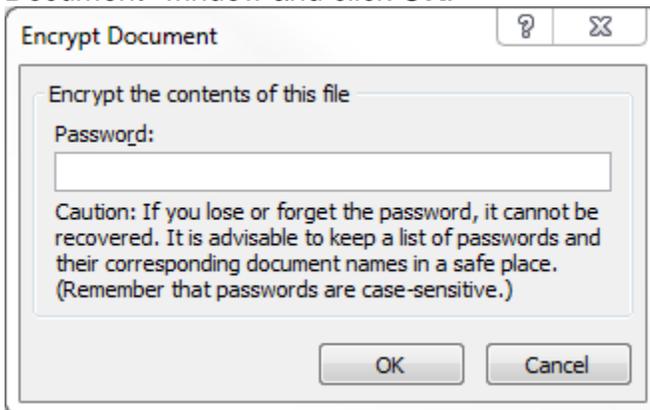

      (Word)   (Excel)   (PowerPoint)

4. In the drop-down menu that appears, choose **Encrypt with Password**.

Mark as Final
Let readers know the document is final and make it read-only.

Encrypt with Password
Require a password to open this document.

Restrict Editing
Control what types of changes people can make to this document.

Restrict Permission by People
Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature
Ensure the integrity of the document by adding an invisible digital signature.

5. Type the password you would like to use into the **Password:** box in the "Encrypt Document" window and click **OK**.

Encrypt Document

Encrypt the contents of this file

Password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

OK   Cancel

6. Re-type the same password into the **Reenter password:** box in the "Confirm Password" window and click **OK**.

Confirm Password

Encrypt the contents of this file

Reenter password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

OK   Cancel

Note: If you receive the "Confirmation password is not identical" message, click **OK** to clear the message, then **Cancel** to close the "Confirm Password" window. Retype your password in the "Encrypt Document" window (Step 5) and continue.

7. **Remember your password**. It is very important that you remember your password. If you lose or forget the password, it cannot be recovered. It would be prudent to keep a list of passwords and their corresponding document names in a safe place.
8. Confirm that your file is encrypted with a password in the Permissions section.
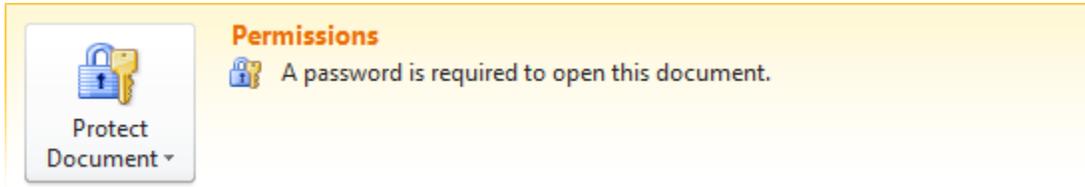
9. Click the **Home** tab to continue working on your file or click **Exit** to close the file.