Excel (Mac) - How to password protect and encrypt a workbook

This document explains how to require a password to open a workbook which also encrypts the file.

Caution: If you lose or forget the password, it cannot be recovered. Encrypted data cannot be recovered without your password.

If you are using Excel 2011 If you are using Excel 2008

Excel 2011

1) Open the workbook you want to protect.

2) On the Review tab, under Protection, click Passwords.



3) In the Password to open box, type a password, then click OK. (Note: Password to modify, does not encrypt the document)

File Passwords					
Password to open:					
Password to modify:					
Read-only recommended					
Cancel OK					

4) In the Confirm Password dialog box, type the password again, then click OK.



5) Click Save.

Excel 2008

1) Open the workbook you want to protect.

2) On the Excel menu, click Preferences.



3) Click Security.

Excel Preferences						
< >	8 🔛			Q		
Back/Forward Show All			Search Ex	cel Preferences		
Authoring						
[8]			Teh	<u>ill</u>		
General	View	Edit	AutoCorrect	Chart	Color	
Formulas	and Lists					
	fx		SUMIF			
Calculation	Error Checking	Custom Lists	AutoComplete			
Sharing and Privacy						
	.		<u>i</u>			
Save	Compatibility	Security	Feedback	Gallery		
				Cancel	ОК	

4) In the Password to open box, type a password, then click OK.

Security					
	٩				
Back/Forward Show All	Search Excel Preferences				
Security options for "Workbook1"					
Password to open:					
Password to modify:					
Read-only recommended					
Protect Sheet Protect Workbook					
Privacy options					
Remove personal information from this file on save					
Macro security					
🗹 Warn before opening a file that contains macros					
Description					
Password to open					
Sets the password required to open the workbook. To prevent another user from opening a workbook without the password, type a password in the Password To Open box. A password is case sensitive. If you lose the password, you cannot open the workbook.					
Affects: only the active workbook. Accepts: 1 to 15 letters, nu	mbers, and symbols.				
(Cancel OK				

5) In the Confirm Password dialog box, type the password again, then click OK.



6) Click Save.