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

This document explains how to encrypt and password protect a workbook.

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 2010
If you are using Excel 2007

Excel 2010

1) Open the workbook you want to protect.

2) Click the File tab.

3) Click Info.
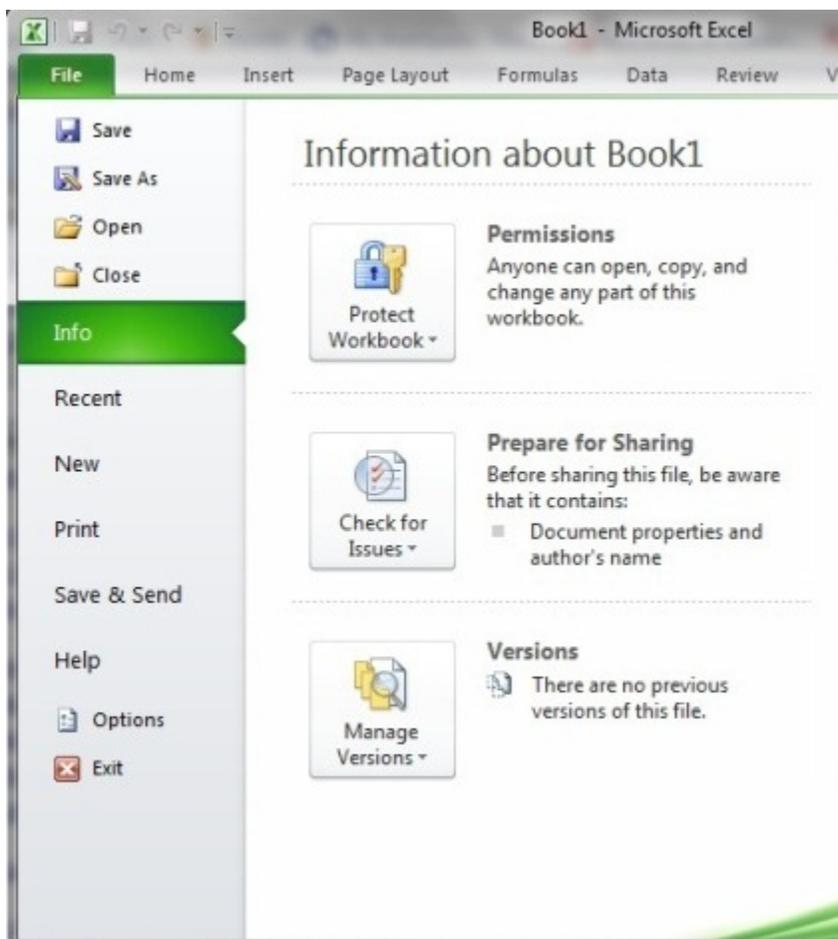
4) In the Permissions section, click Protect Workbook and select Encrypt with Password.
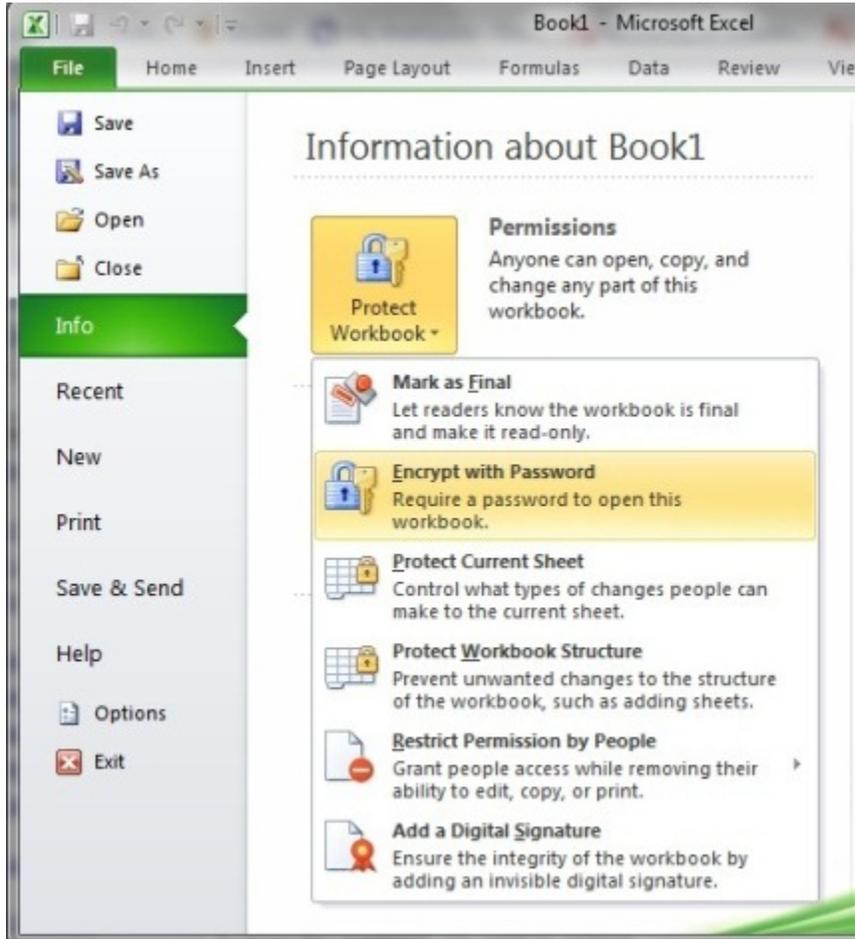
5) In the Password box, type a password, then click OK.
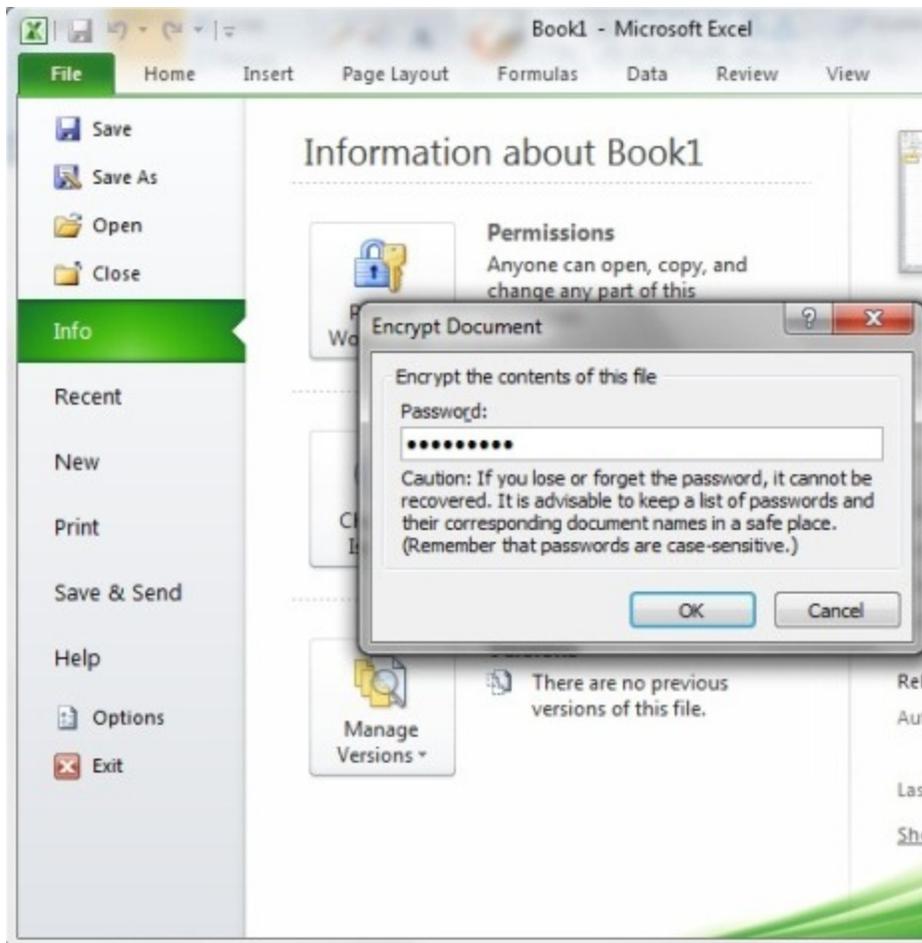
6) In the Reenter password box, type the password again, then click OK.
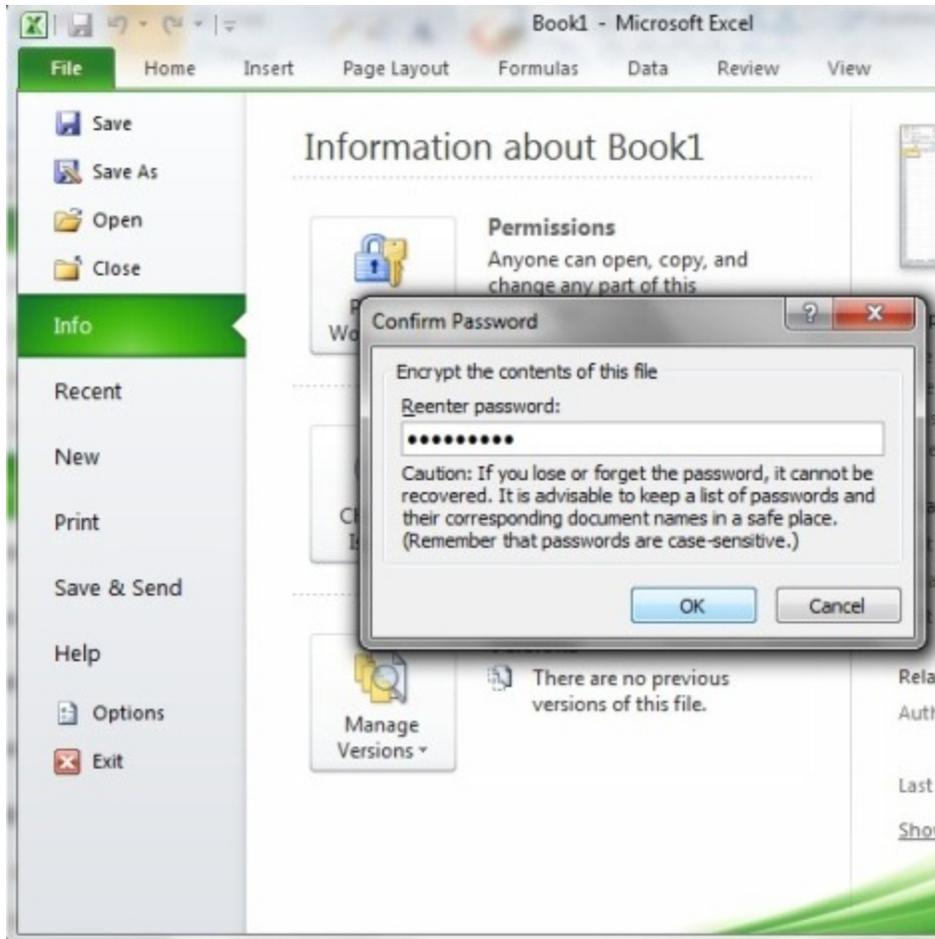
7) Click Save.

Excel 2007

1) Open the workbook you want to protect.

2) Click the Microsoft Office Button, point to Prepare, then click Encrypt Document.
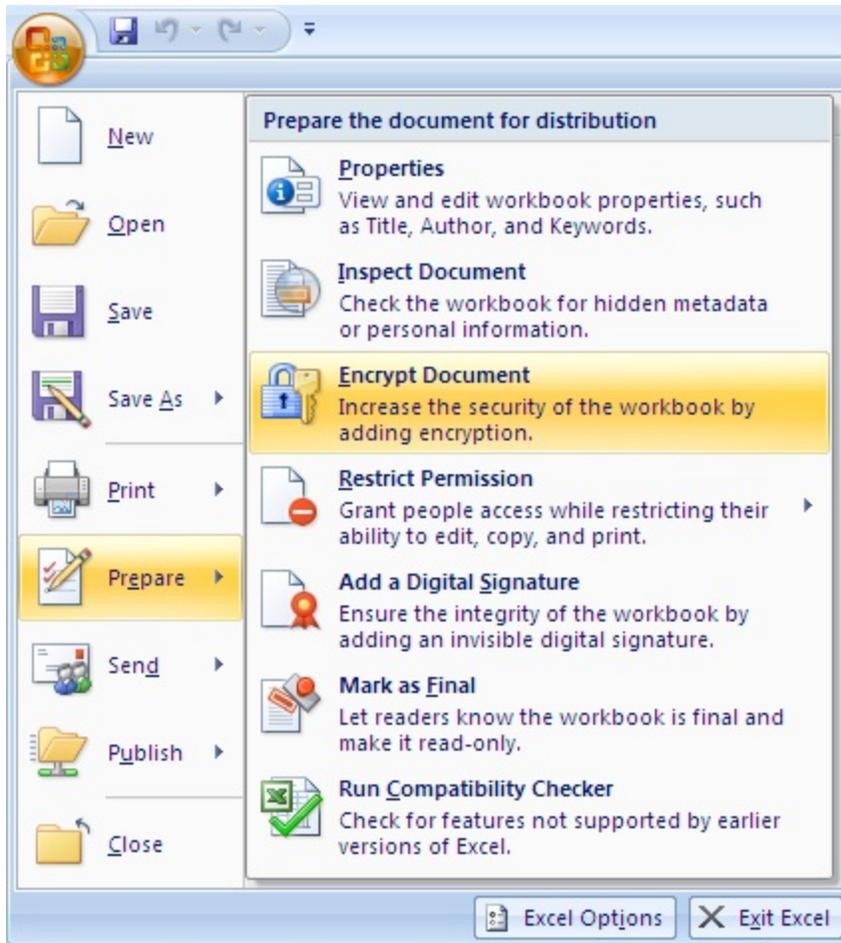
3) In the Password box, type a password, then click OK.

4) In the Reenter password box, type the password again, then click OK.

5) Click Save.