PROTECTING CELLS IN AN EXCEL WORKSHEET

A few notes before we begin:

- All cells in an Excel worksheet are locked by default, this way when you turn on Protect Sheet everything is safe.
- So you must unlock cells you would like to be able to edit before you turn on Protect Sheet

1. Open the spreadsheet you wish to protect
2. Highlight a cell, row, or column (or group of them) you would like to be able to edit after protection is turned on
3. Select the Format button in the Cells area
Protecting cells in an excel worksheet

4. Select Lock Cell (this will toggle it off so the cell is unlocked)

5. Repeat steps 2-4 until all cells that need to remain editable have been unlocked

6. Select the Format button in the Cells area

7. Select Protect Sheet…
8. Create a password to use to lock the sheet and enter it in the password field (you must remember this password to unlock the sheet at a later date)

9. Click the OK button

10. Confirm the password by entering it again and click the OK button

11. Now the only cells that are editable are the ones you unlocked earlier