

How to password protect Microsoft Office documents

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RITSD

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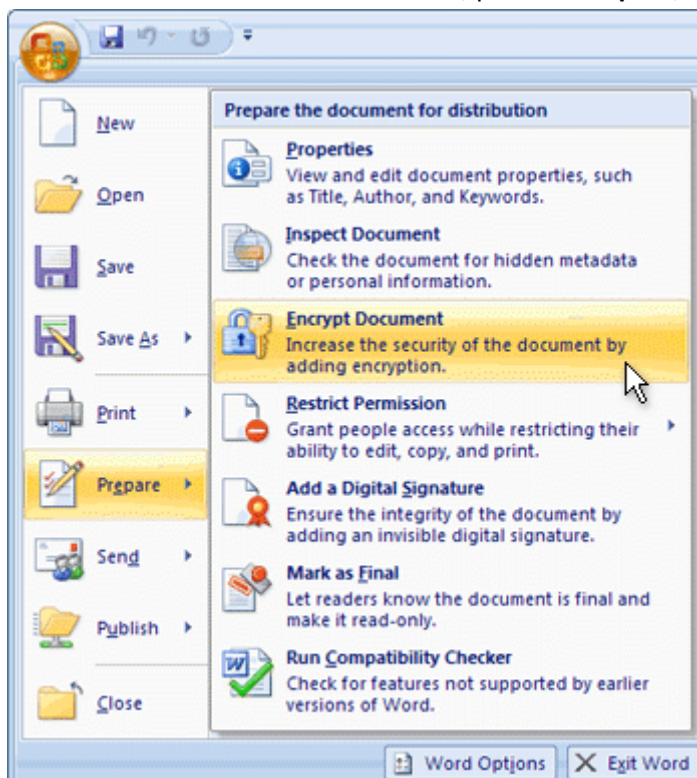
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Microsoft Office 2007

Set a password in a Word document

To encrypt your file and set a password to open it:

1. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.




2. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.


Remove password protection from a Word document

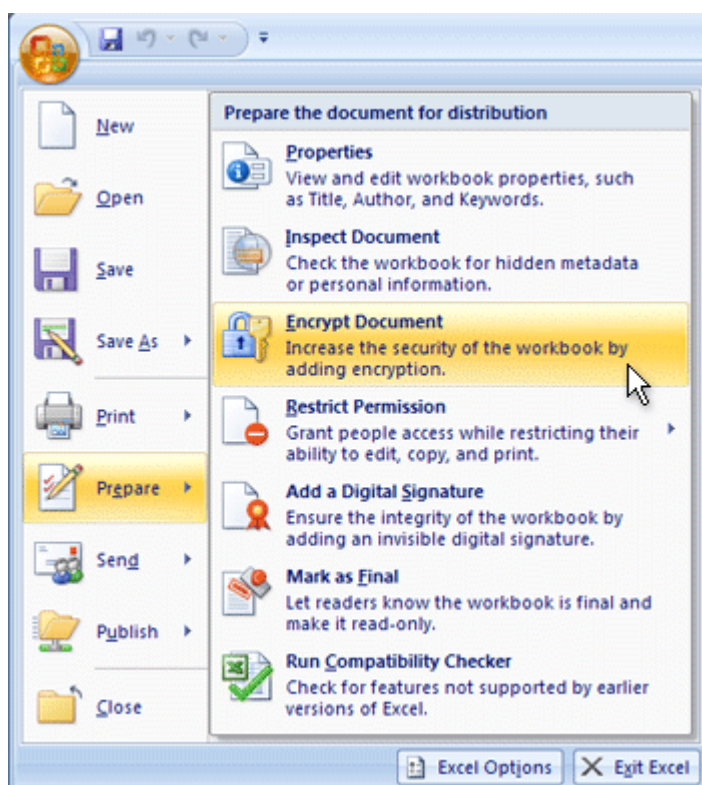
1. Use the password to open the document.
2. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.

3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the file.

Set a password in an Excel spreadsheet

To encrypt your workbook and set a password to open it:

1. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.




2. In the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.


3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

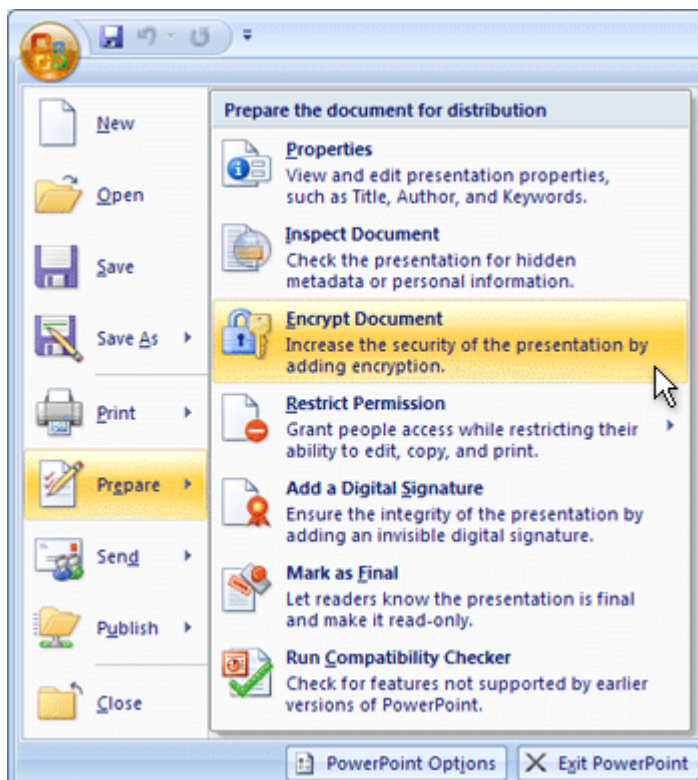
Remove password protection from an Excel spreadsheet

1. Use the password to open the spreadsheet.
2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the spreadsheet.

Set a password for a PowerPoint presentation

To encrypt your presentation and set a password to open it:

1. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.




2. In the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

Remove password protection from a PowerPoint presentation

1. Use the password to open the presentation
2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the presentation

Reference:

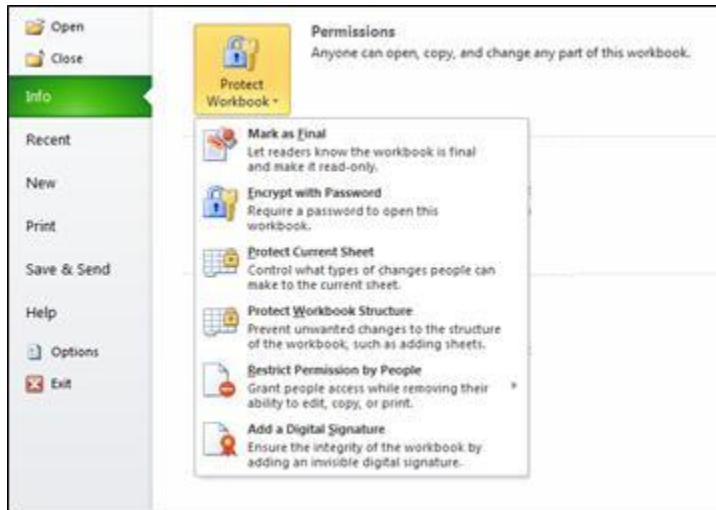
<http://office.microsoft.com/en-us/help/password-protect-documents-workbooks-and-presentations-HA010148333.aspx>

Microsoft Office 2010

Set a password for a Word document

To protect your Word 2010 document, use the following options.

1. In an open document, click the **File** tab. The Backstage view opens.
2. In the Backstage view, click **Info**.
3. In **Permissions**, click **Protect Document**. The following options appear:

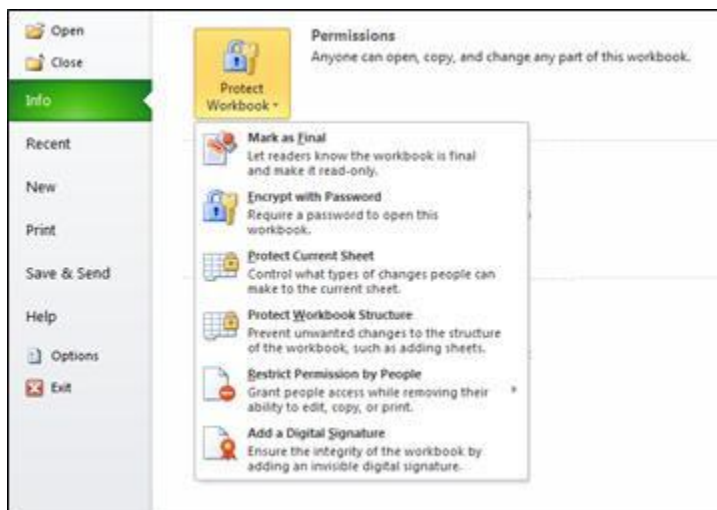


4. When you select **Encrypt with Password**, the **Encrypt Document** dialog appears. In the **Password** box, type a password.

Set a password for a Excel spreadsheet

To protect your Excel 2010 spreadsheet, use the following options.

1. In an open spreadsheet, click the **File** tab. The Backstage view opens.
2. In the Backstage view, click **Info**.
3. In **Permissions**, click **Protect Workbook**. The following options appear:



4. When you select **Encrypt with Password**, the **Encrypt Document** dialog appears. In the **Password** box, type a password.

Set a password for a PowerPoint presentation

To protect your PowerPoint 2010 presentation, use the following options.

1. In an open presentation, click the **File** tab. The Backstage view opens.
2. In the Backstage view, click **Info**.
3. In **Permissions**, click **Protect Presentation**. The following options appear:



4. When you select **Encrypt with Password**, the **Encrypt Document** dialog appears. In the **Password** box, type a password.

Reference:

<http://office.microsoft.com/en-us/powerpoint-help/protect-your-document-workbook-or-presentation-with-passwords-permission-and-other-restrictions-HA010354324.aspx>