Module 1: Add a Password

1.1 Add a Password in Excel

If you are working on an Excel file with sensitive information, you can set a password so that only those who know the password can open the file.

This gives you control over who views your document and who can input information. However, anyone who has access to the password can access it.

To set a password to an Excel document, click the File tab and in Info section choose Protect Workbook. Click on Encrypt with Password. Insert the password and click OK. Then save the file.

You can also protect the workbook so that no one can edit it. To do this, go to the Review tab, choose Protect Workbook and insert a password. You can click Unprotect to make it available for editing again.

1.1 Video Instruction

Add a Password – 3m 39s

1.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below - use the password 123 to open the document. Once downloaded, practice using passwords in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality
[Download Worksheet](#)

Please note: we don't currently have any additional exercises (as we had in the beginner's/intermediate course), but we hope to add some at a later date.

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