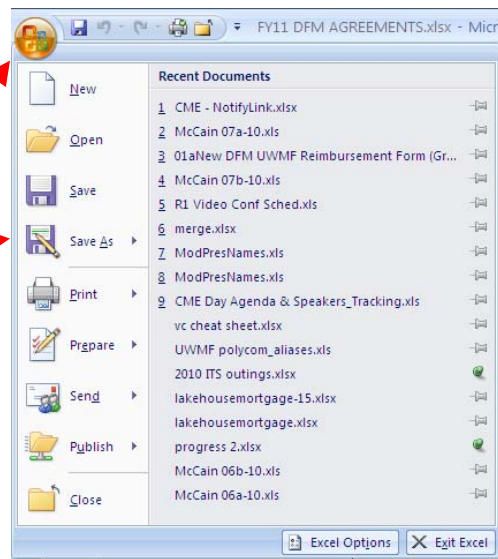


How to Password Protect an Excel 2007 Spreadsheet

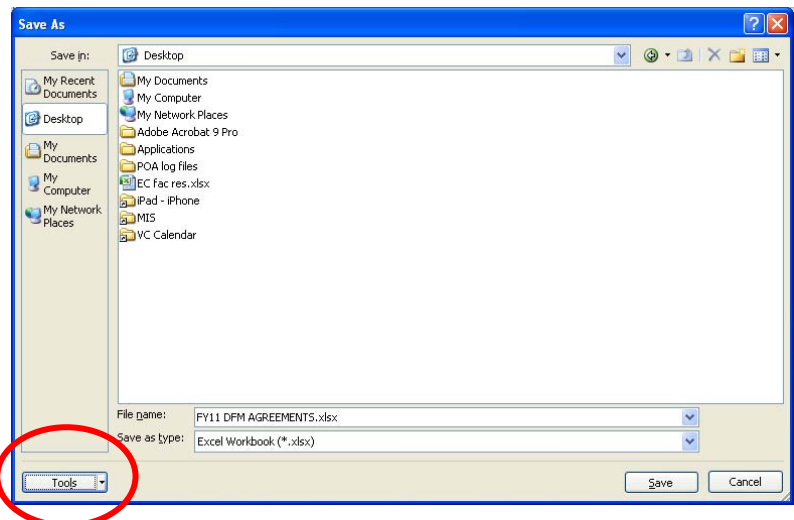
After you create your spreadsheet, click the Microsoft Office Button

Then select Save As



Click Tools

Select General Options from the drop-down list



You can create a password necessary to open the spreadsheet and/or a password for modifying your spreadsheet.

To remove the password(s), repeat these instructions and then delete the password(s).

