

Password protecting MS Word and Excel documents *

1. Open Microsoft Word or Excel and document or spreadsheet you want to put a password on.
2. Click on the **File** tab.
3. Click the **Info** option.
4. Click the **Protect Document** option.
5. Click either the **Encrypt with Password** option to require a password to open the document or the **Restrict Editing** option to limit or block other users from making edits to the document.
6. Type a password in the **Password** text field and click **OK**.
7. Type a password again in the **Reenter password** text field and click **OK**.
8. **Save** the file to save the new password.

* These instructions are for Microsoft Word & Excel versions 2010 and later.