

# How to create a PowerPoint file password

Creating passwords for PowerPoint slides helps you secure files, avoiding content duplication.

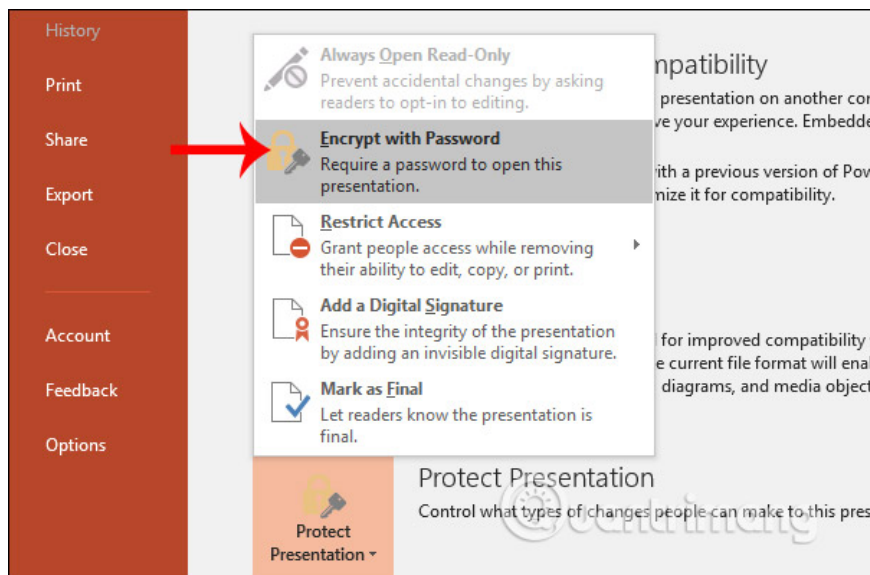
On Office tools, there is an option to create a password to protect the content, to avoid being copied by others. With PowerPoint, it is possible to set a password to secure the contents of the slide. Setting a password for a PowerPoint slide can choose to completely lock the file, need to enter the correct password to open the slide or just allow it to be opened and read but not allowed to edit the content. To create passwords for PowerPoint slides, we will use the built-in features immediately without the need for software or support tools. The following article will guide you how to create a PowerPoint slide password.

1. How to prevent others from copying and editing Word files
2. Password setting tools for PDF files
3. How to set Excel password to secure data file
4. How to create a password protection for Excel sheets

## 1. How to set a password to open a PowerPoint file

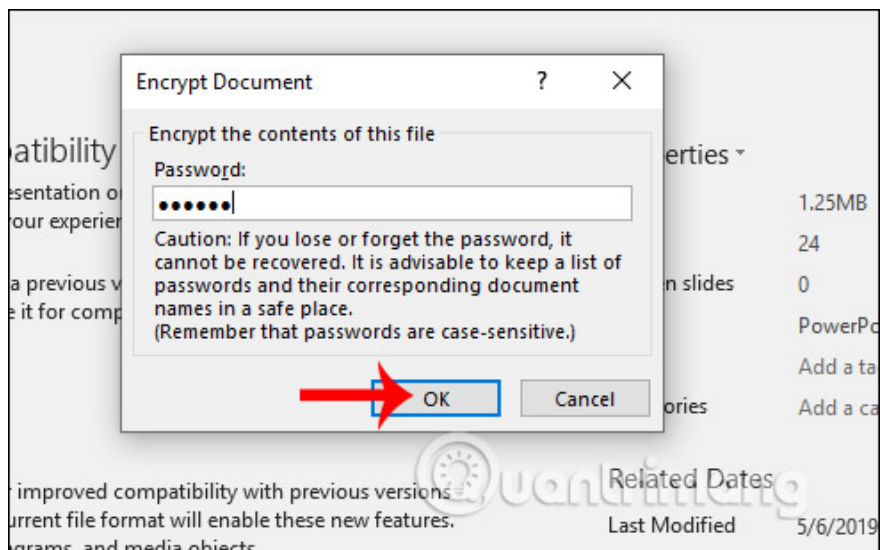
### Step 1:

In the PowerPoint file the user wants to create a password click on **the File item** and then click on the **Protect Presentation** section in the next interface. Display the options menu, click **Encrypt with Password** .



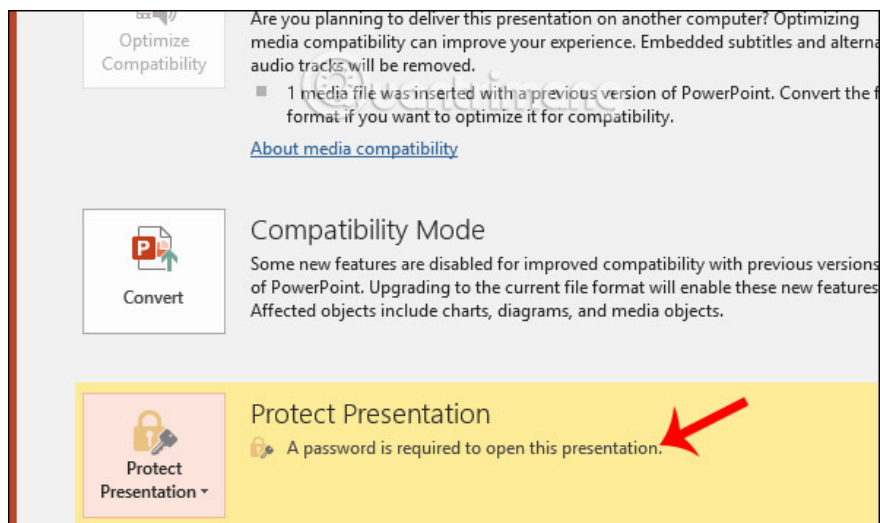
### Step 2:

Display password entry interface. We **type the password to lock the PowerPoint slide** so that other people don't open it. Enter an additional password to confirm the created password.

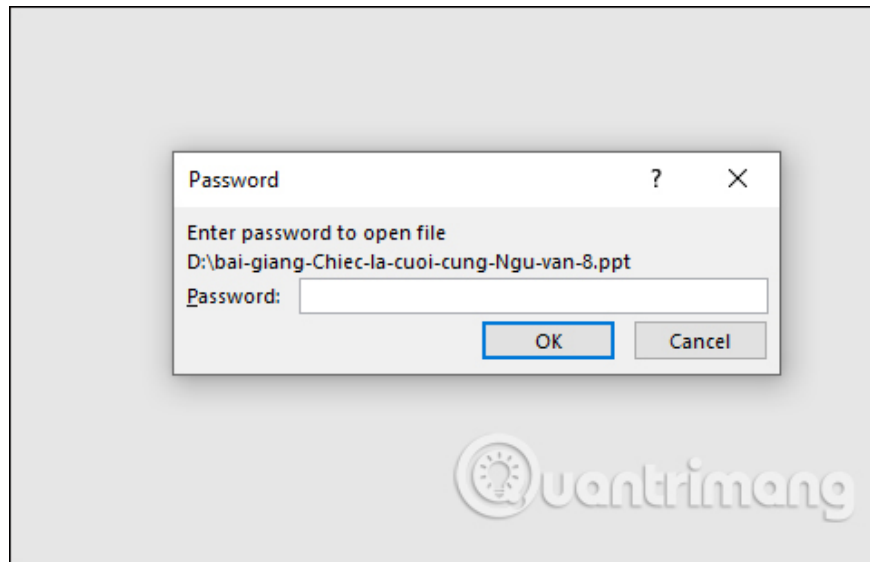


### Step 3:

When you set the successful password in the PowerPoint interface, you will see a message to enter the password to open the file.

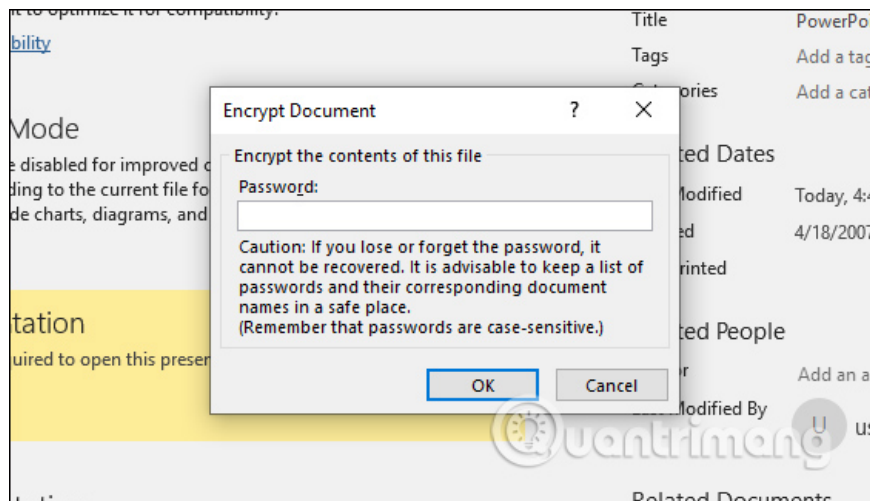


When another person opens the PowerPoint file or you open the file again, you will get the interface that **requires you to enter the correct password** to open the file.



#### Step 4:

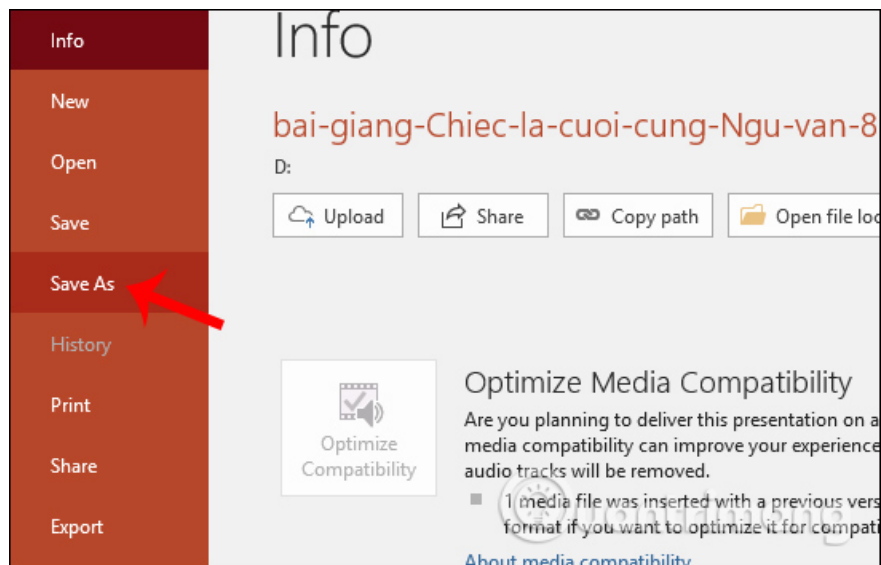
To **remove the password set for PowerPoint slides** , we click on File, then choose Protect Presentation and then click **Encrypt with Password** to **delete the password** .



## 2. Create PowerPoint password to prevent editing

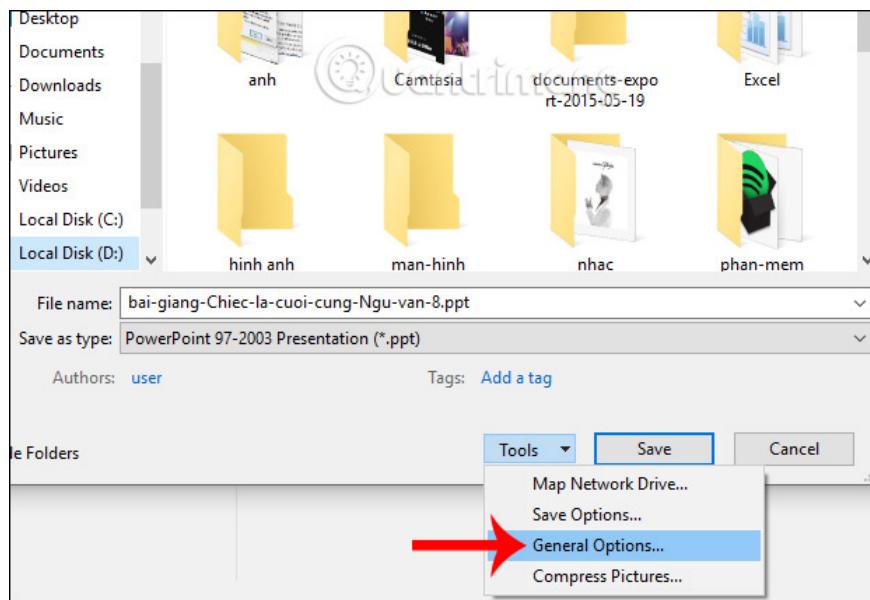
#### Step 1:

We also click on File and then **select the Save As option** .



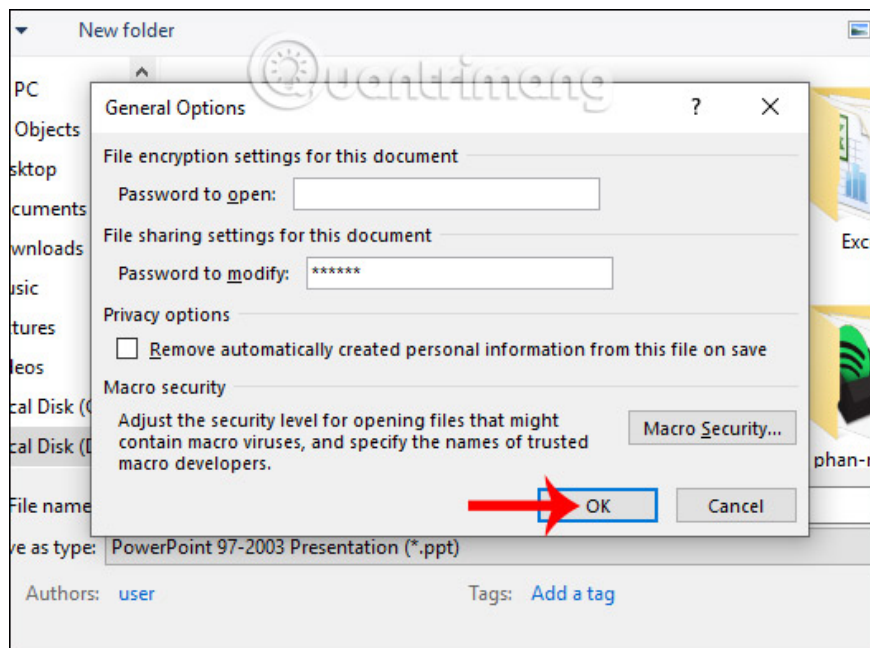
### Step 3:

Next you proceed to save this PowerPoint file as a new file. In the **Tools** section, click on **General Options**.

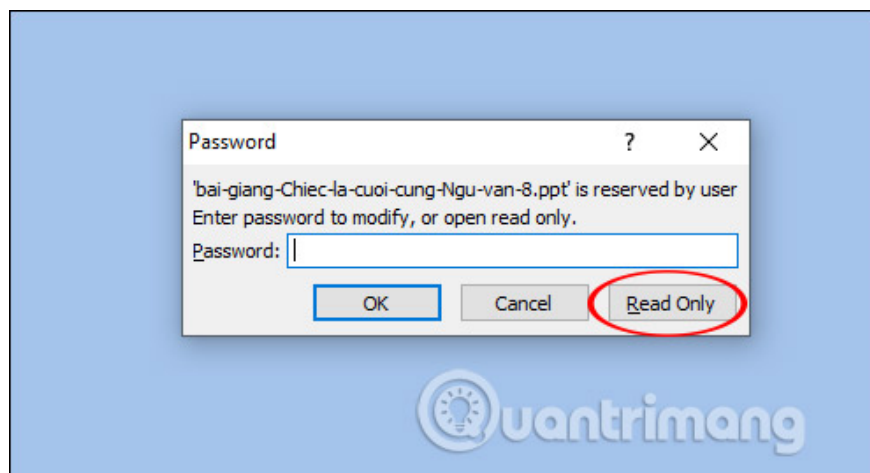


### Step 4:

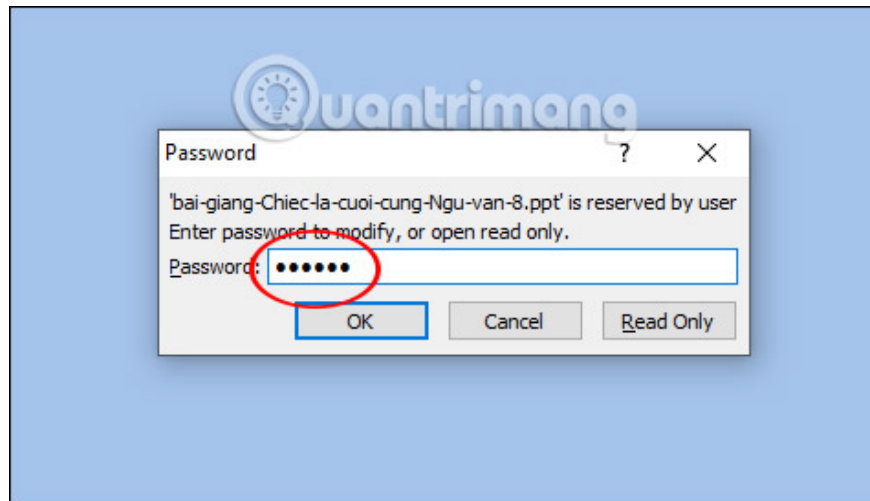
Display interface to enter passwords for PowerPoint slides. In the Password to open section, enter the password to open the file. To enter a password that allows reading content but is not edited, we use the **Password to Modify option**. **Enter the password**, click OK to save.



When other people open the file, they also get the interface asking for the correct password. Then just click **the Read Only button** to read the content without entering a password.

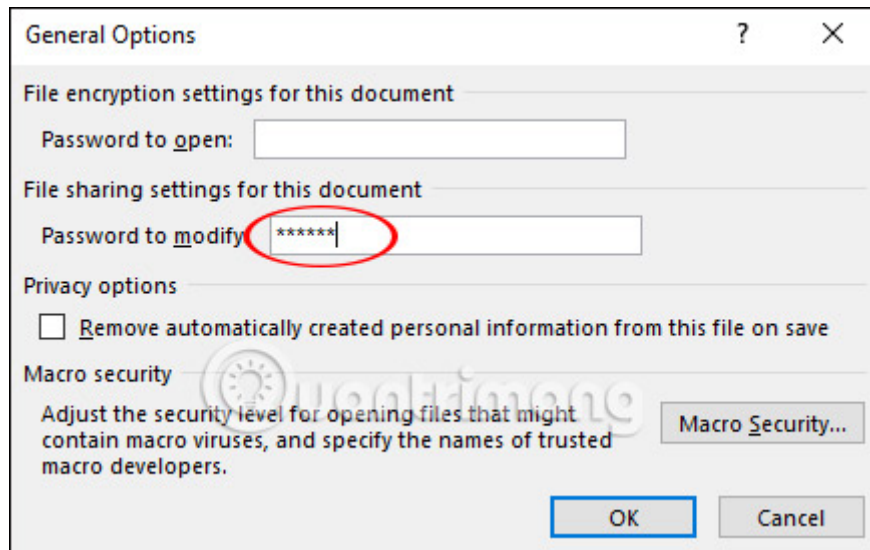


To **remove the password** , you must **enter the correct password** and **click OK** to open the file.



Click on **Save As** , select the new file file and then click **Tools** , select **General Options** to display the password entry interface for Ready-Only mode. **Delete the set** password at Password to Modify and then click OK.

Exit the interface to save the new file and then click Save to save the new settings for the slide.



So users have two different ways to create passwords for PowerPoint slides, passwords to open files and only allow reading without editing the content. To unlock it, just repeat the steps to create the password and then delete the password that is set.

I wish you all success!

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