

How to protect spreadsheets in Excel

Instructions on how to protect spreadsheets in Excel. Protecting spreadsheets is an essential need of many users, thanks to this feature who makes spreadsheets can secure their data. To protect a spreadsheet, follow these steps:

Step 1: Right-click v

The following article provides detailed instructions for you to protect spreadsheets in Excel.

Protecting spreadsheets is an essential need of many users, thanks to this feature who makes spreadsheets can secure their data. To protect a spreadsheet, follow these steps:

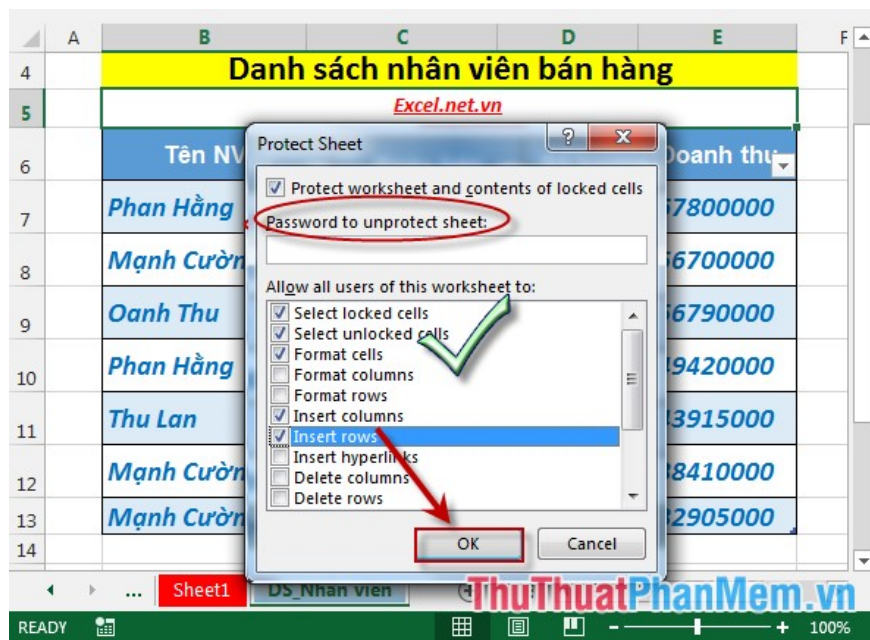
Step 1: Right-click the name of the worksheet to be protected -> **Protect Sheet:**



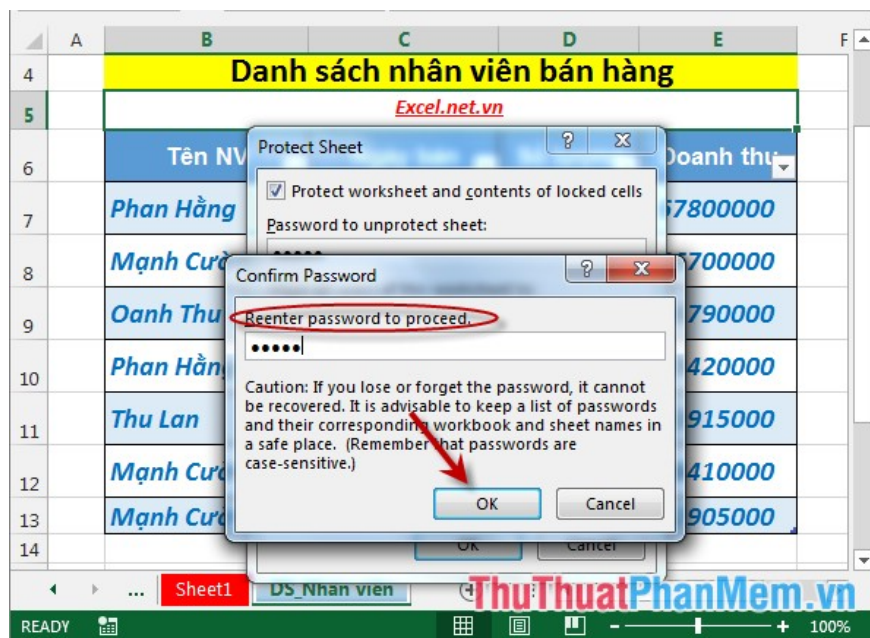
Step 2: The **Protect Sheet** dialog box appears:

+ **Password to unprotect sheet:** Enter the password to protect the spreadsheet.

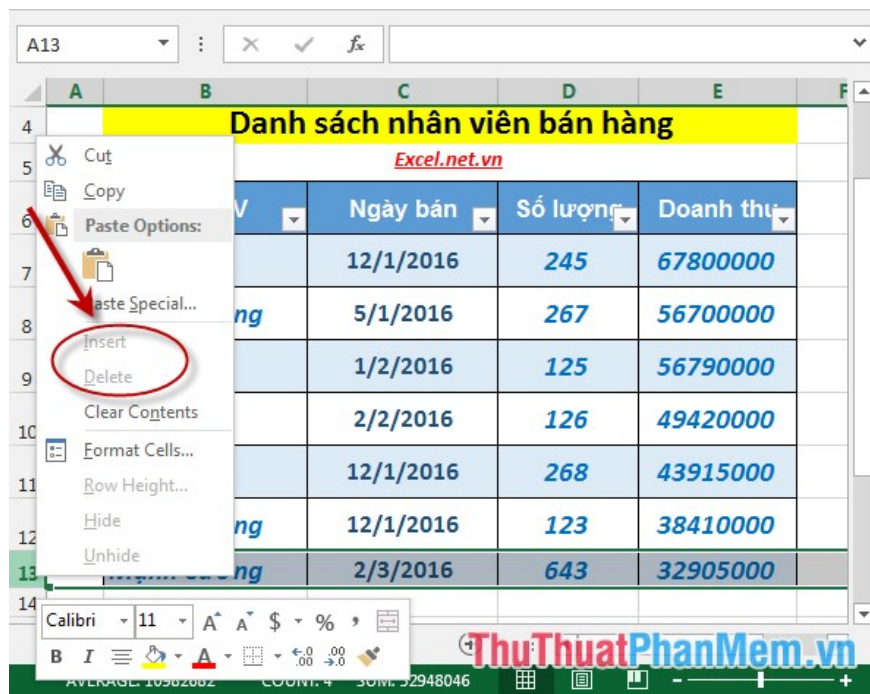
+ **Allow all users of this worksheet to:** Select the components to protect. For example, here select **Insert Rows**, **Insert Column** (users cannot insert rows and columns for the worksheet) -> **OK:**



Step 3: After clicking **OK**, the **Confirm Password** dialog box appears asking you to retype the password -> **OK**. (If you enter the password incorrectly, Excel requires you to enter it again.)



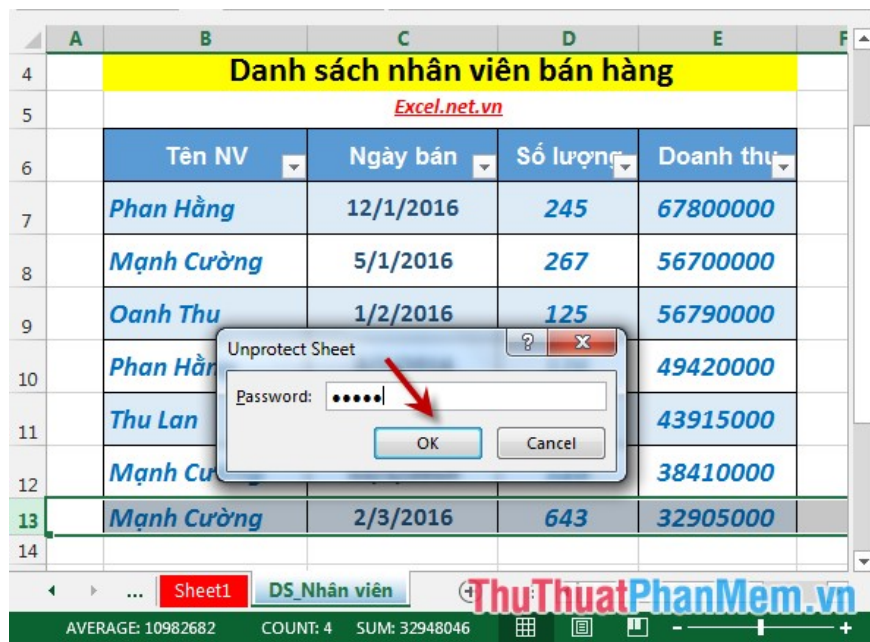
Step 4: After clicking **OK**, go back to the spreadsheet to check whether it is protected or not. Right-click on any line as shown in the figure, the **Insert** and **Delete** features are disabled -> the worksheet of the table is protected:



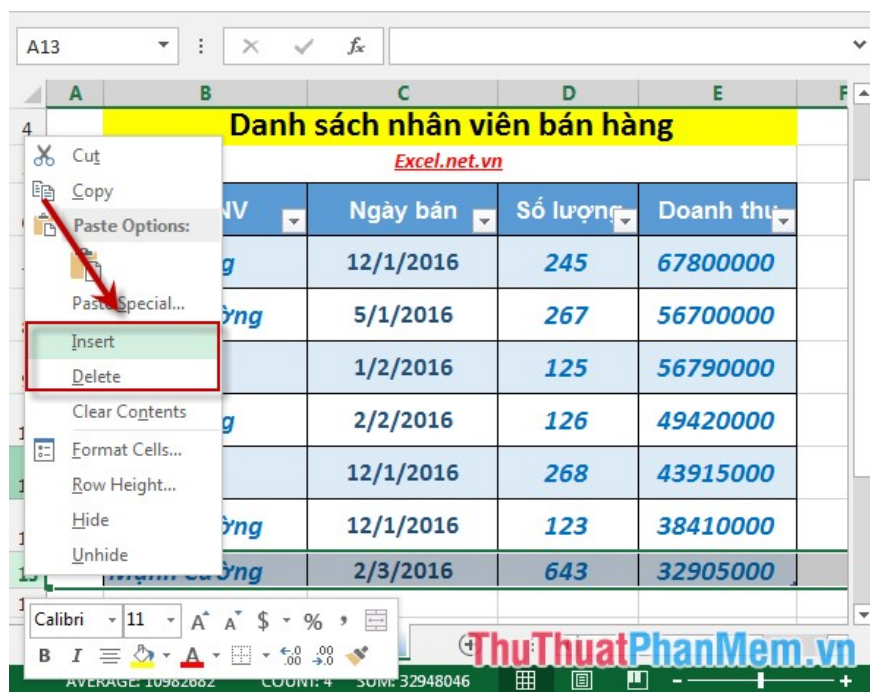
- In case you want to use the disabled feature, proceed as follows: Right-click on the protected **Sheet** name -> **UnProtect Sheet**:



- The **Unprotect Sheet** dialog box appears -> enter the password created in the previous step to protect the worksheet -> click **OK**:



- After **Unprotect sheet** is finished, go back to the worksheet and check the **Insert and Delete** features:



The above is a detailed guide on how to protect spreadsheets in Excel 2013.

Good luck!

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