

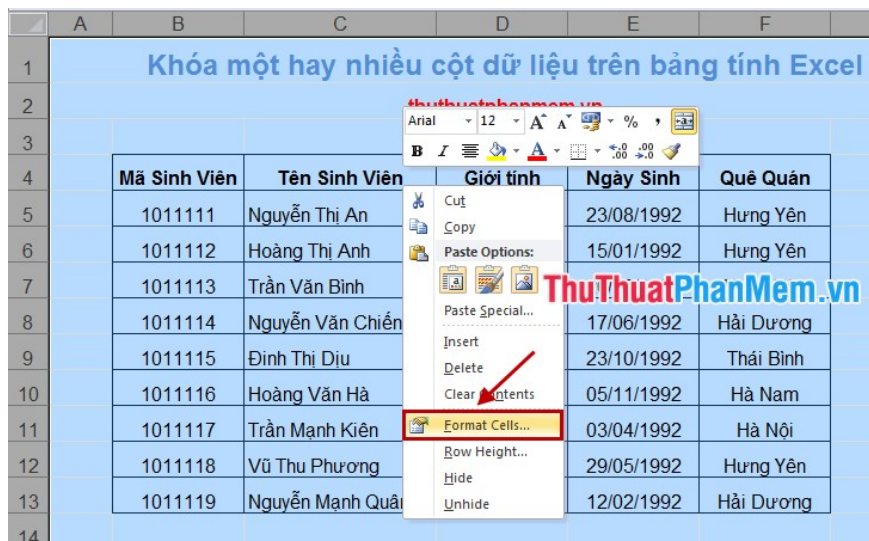
Lock one or more data columns on Excel worksheet - Freeze data in Excel

To lock one or more data columns in Excel worksheet, you do as follows: Open the sheet containing the data columns to be locked, then select all sheets by pressing Ctrl + A. Right-click and choose Format Cells ...

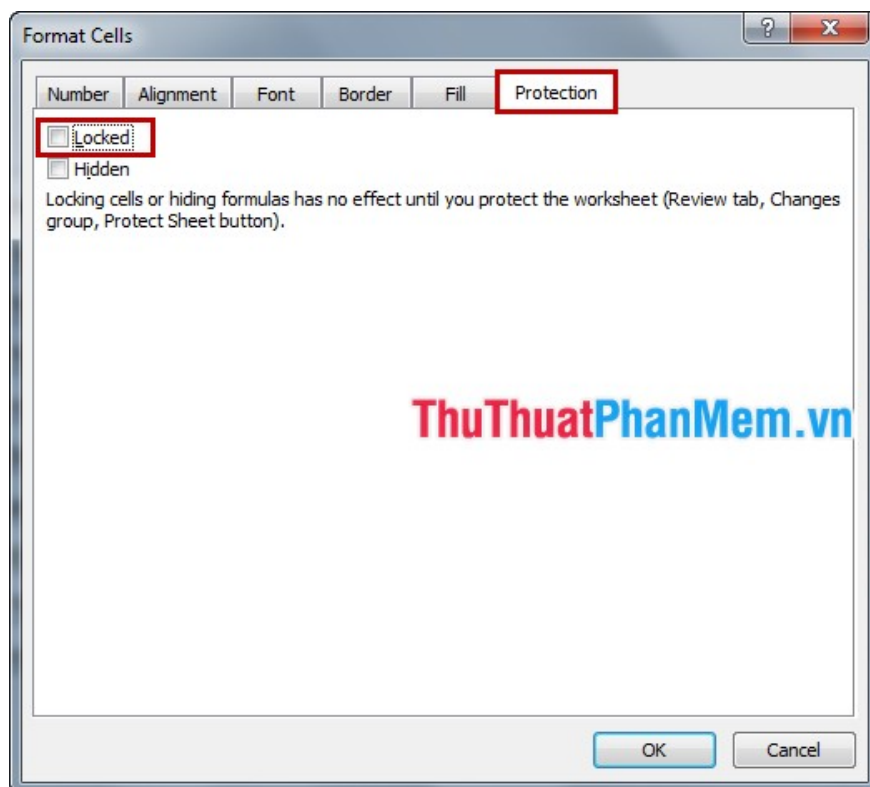
For those of you who often work with Excel spreadsheets, it's probably very simple to lock one or more columns of data on a spreadsheet. But for those new to Excel, it will be difficult to lock one or more columns of data on an Excel spreadsheet. To help you easier when you need to lock data columns in Excel, the following article will help you do this.

To lock one or more columns of data on an Excel spreadsheet, do as follows:

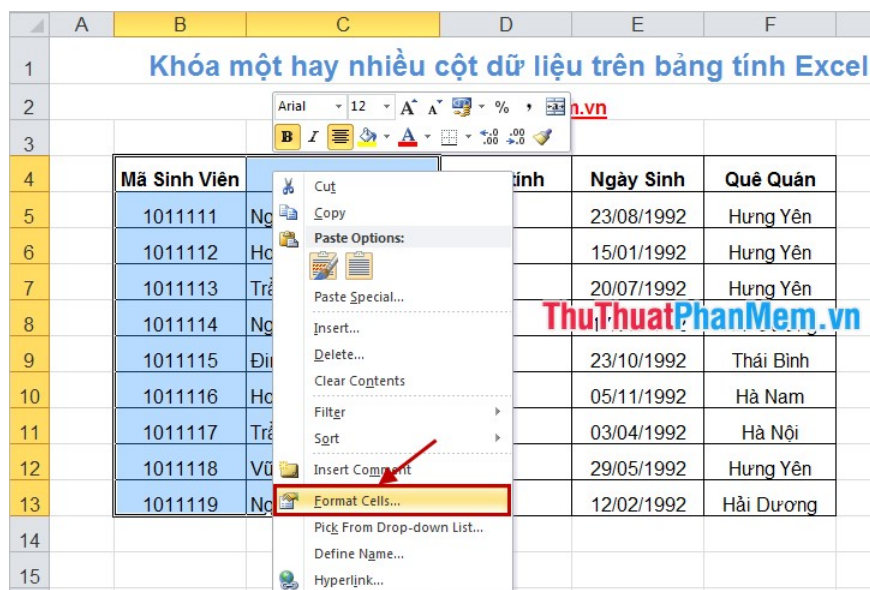
Step 1: Open the sheet containing the data columns to be locked, then select all sheets by pressing **Ctrl + A** key combination . Then right-click and choose **Format Cells** .



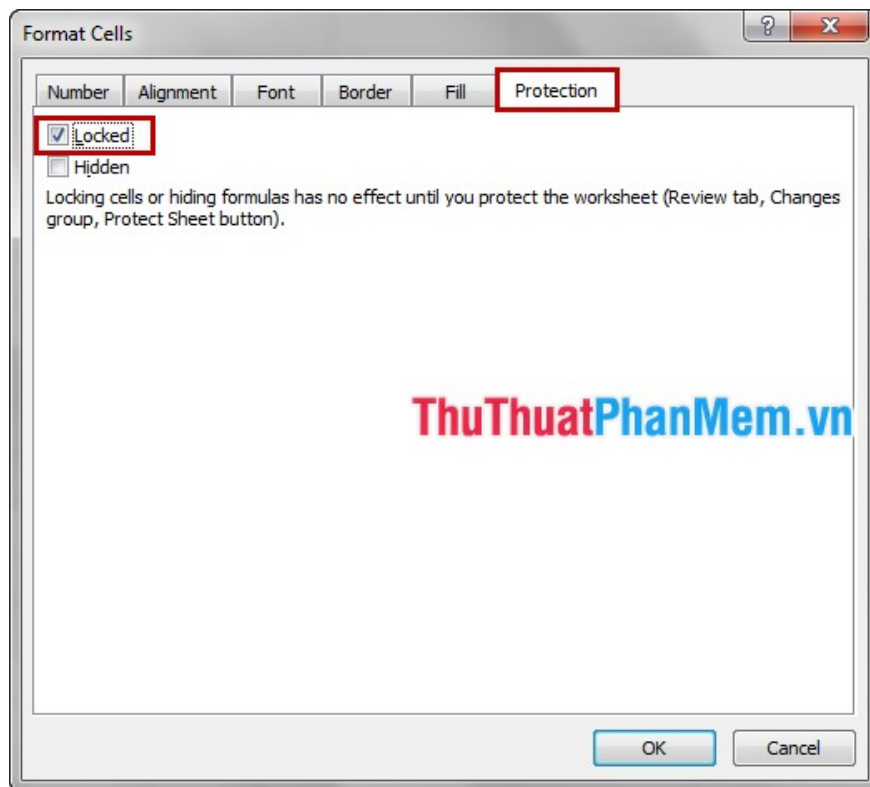
In the **Format Cells** dialog box, select the **Protection** tab and uncheck **Locked** and click **OK** .



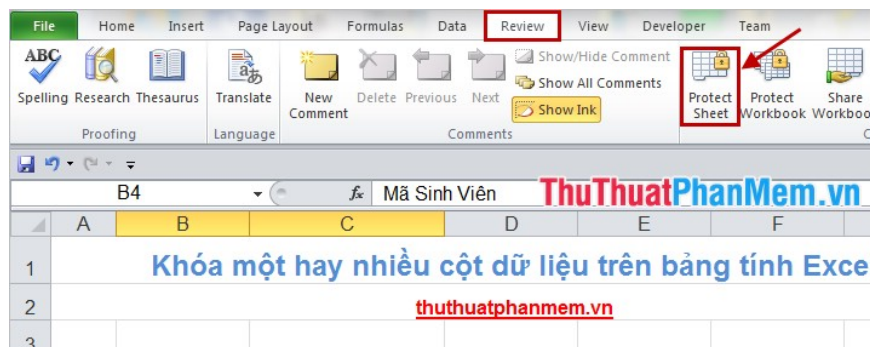
Step 2: Select the column or multiple columns of data to lock, then right-click and select **Format Cells** . For example, if you lock the Student ID and Student Name columns, then select the Student ID and Student Name columns.



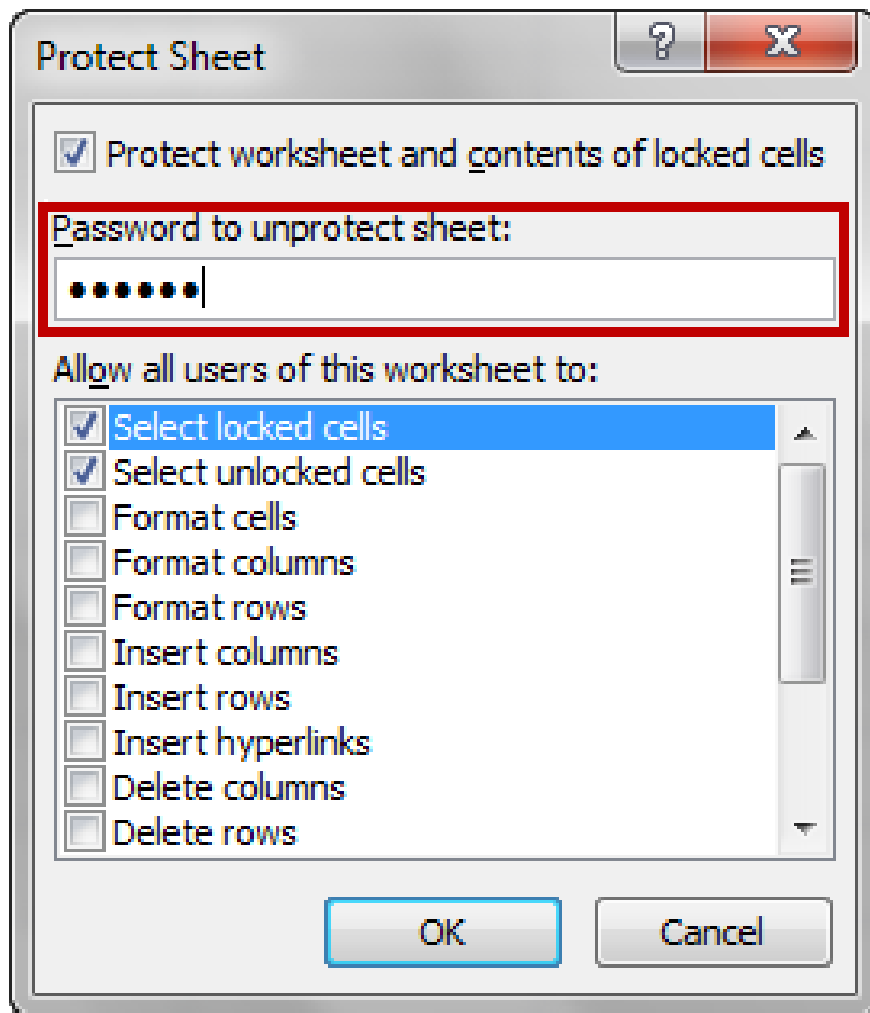
Reappears the Format Cells dialog box, select the Protection tab , select Locked and click OK .



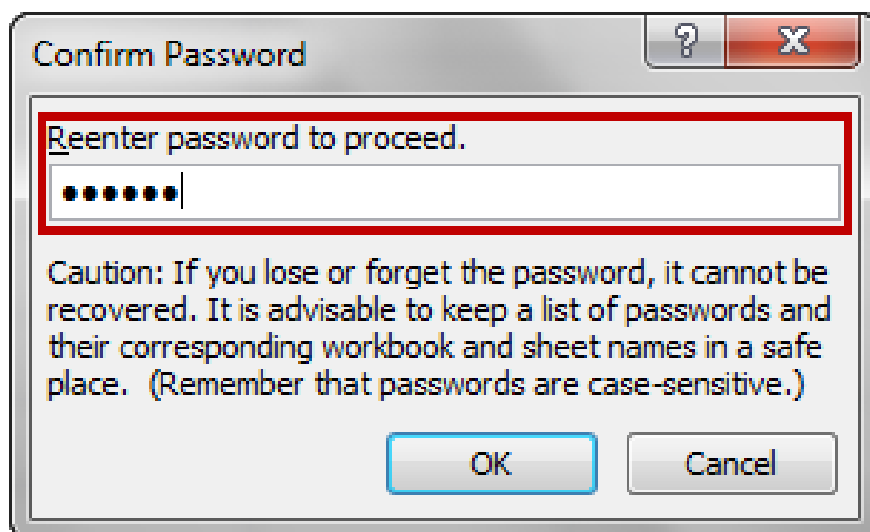
Step 3: You can choose **Review -> Protect Sheet** (or **Home -> Format -> Protect Sheet**).



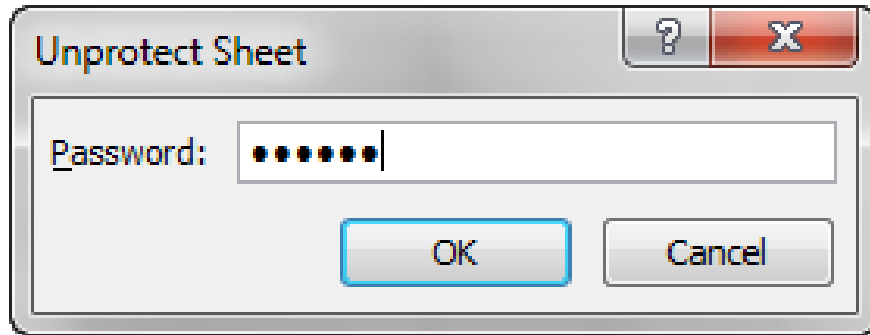
The **Protect Sheet** dialog box appears, enter the password in the **Password to unprotect sheet** box -> **OK**.



Confirm the password in **Reenter password to proceed** -> **OK** .



So the data columns you have selected are locked, to unlock you go to **Review** -> **Unprotect Sheet** (or **Home** -> **Format** -> **Unprotect Sheet**) then enter the password into the **Unprotect Sheet** dialog box and click **OK** to Unlock data area.



Hopefully, with the steps detailed in the article, you do not know how to lock one or more columns of data on Excel spreadsheets will be able to do it.

Good luck!

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