

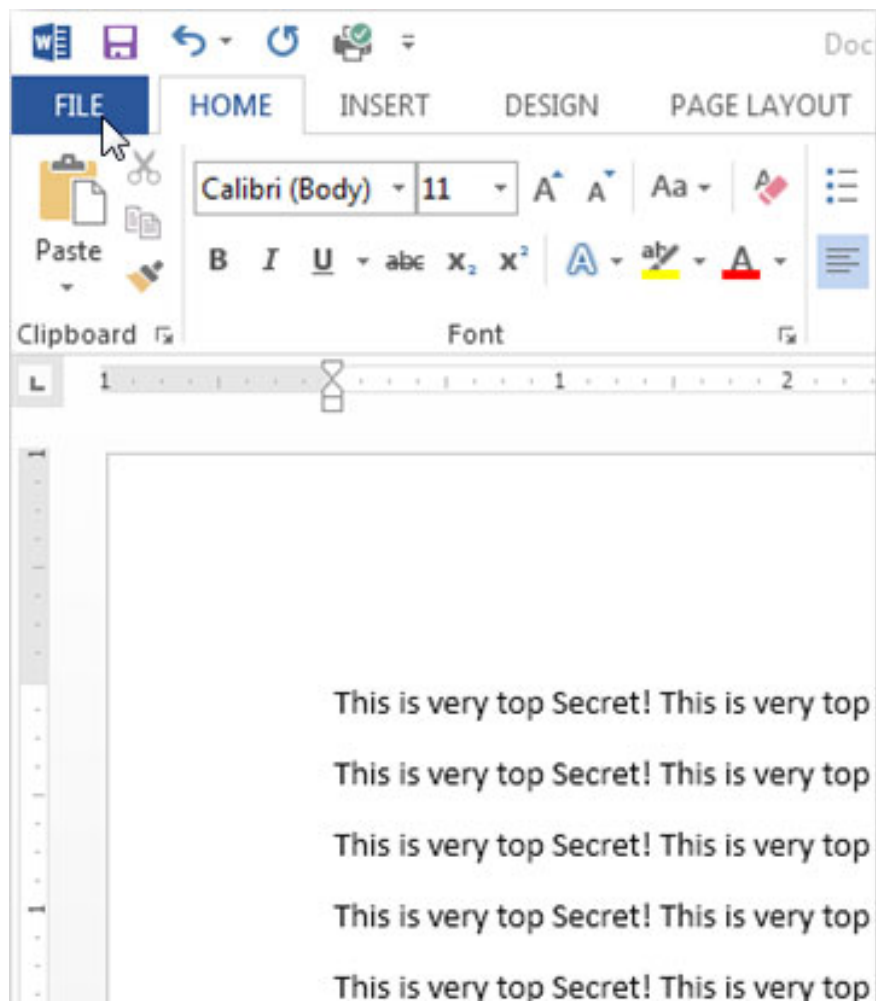
# Set password to protect and encrypt documents in Office 2013

The password and document encryption feature in Office 2013 is applicable for both Word, Excel and PowerPoint and is very effective in protecting sensitive data despite extremely simple implementation. However, many people may be unfamiliar with these two great features. The article will show you how to create a password

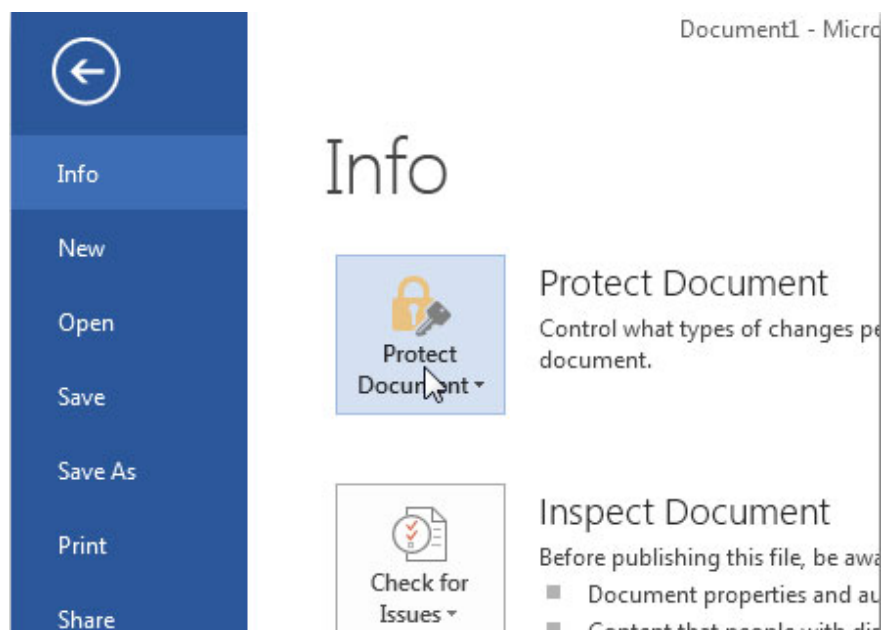
**TipsMake.com - The password and document encryption feature in Office 2013 is applicable for both Word, Excel and PowerPoint and is very effective in protecting sensitive data despite extremely simple implementation.** However, many people may be unfamiliar with these two great features. The article will show you how to create passwords and encrypt documents on Office 2013.

The steps for creating passwords and encryption are exactly the same on both Word, Excel, and PowerPoint 2013 so only Word is used as a guide.

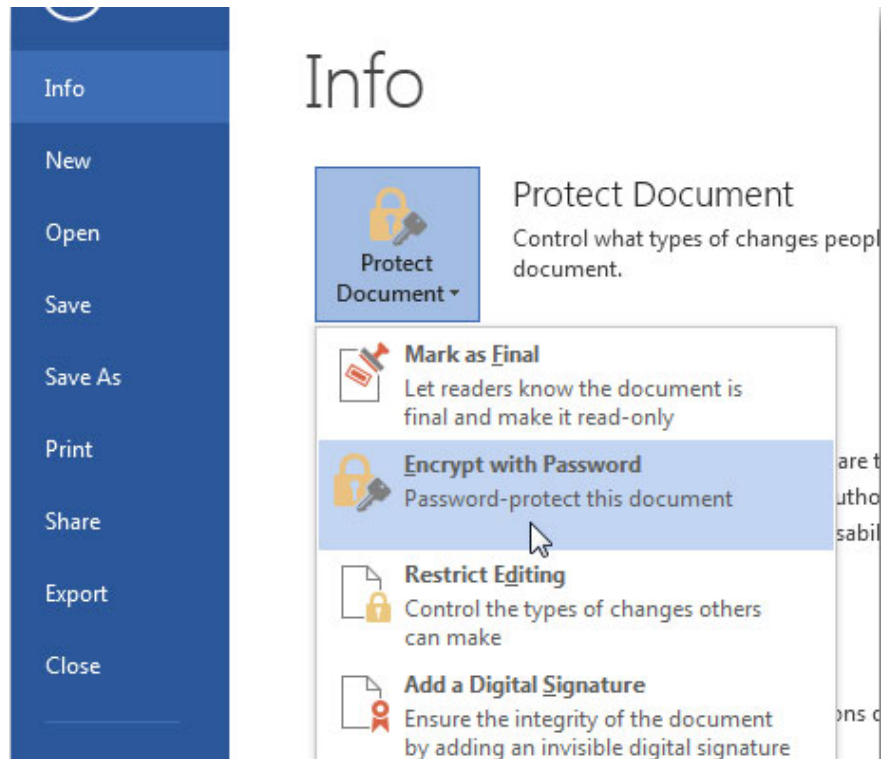
First, click **File** .



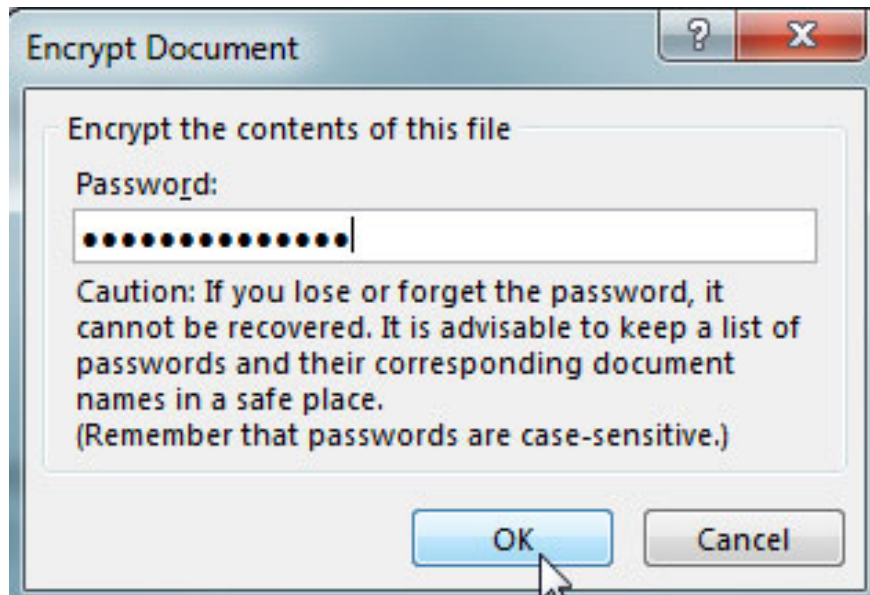
In the Info tab section, click **Protect Document** .



There are a few options available to help protect the document. Click on the **Encrypt with Password** .

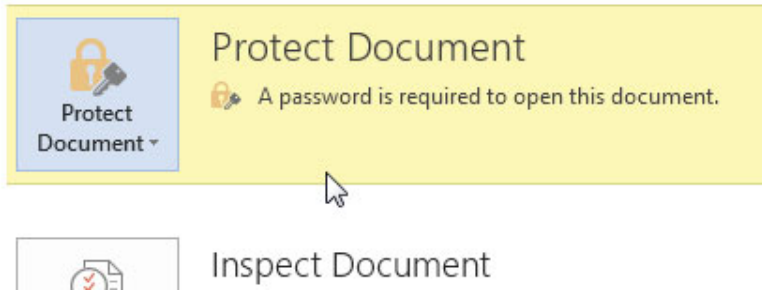


Enter a password in the window that appears and click **OK** .



Word 2013 will require a confirmation of the password and after completion, on the Info page will display a message indicating the document is protected and need to enter the password to open.

# Info



If you want to remove the password and decrypt the document, just repeat the steps above and then remove the password when asked.

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