Protect your Excel file with a password

Step 1

A. Select **File** > **Info**.
B. Select the **Protect Workbook** box and choose **Encrypt with Password.**
C. Enter a password in the **Password** box (example 12345), and then select **OK**.
D. Confirm the password in the **Re-enter Password** box (example 12345), and then select **OK**.

Step 2

A. Select **File** > **Info**.
B. Select the **Protect Workbook** box and choose **Protect Current Sheet**.
C. Enter a Password in the **Password box** (example 67890), and then **Select OK**.
D. Confirm the password in the **Re-enter Password** box (example 67890), and then select **OK.**
E. File Save and Exit.

More details in reference document available at: https://cutt.ly/FPgajjx