

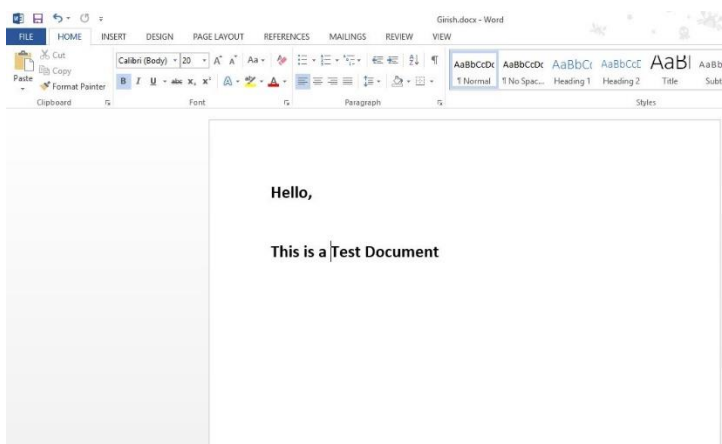
DID YOU KNOW?

How to Password Protect Ms-Documents

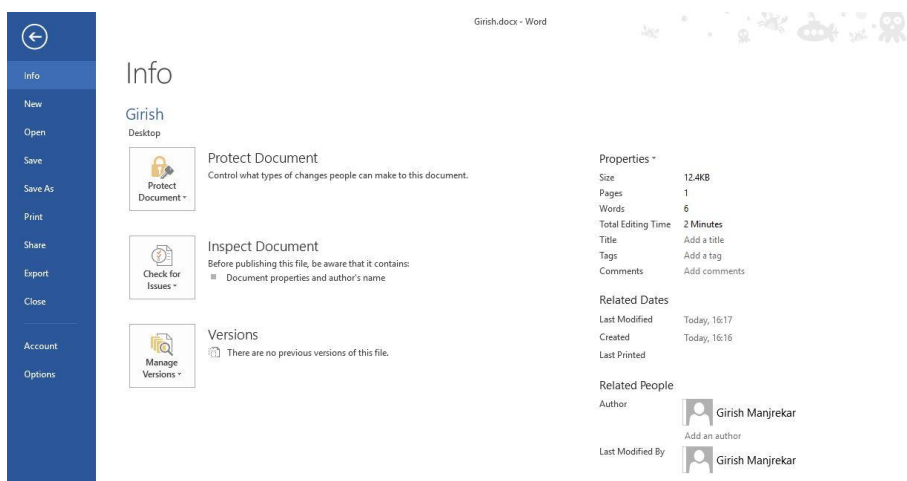
You can protect a document by using a password to help prevent unauthorized access. These passwords are case-sensitive.

Note :- If you lose or forget a password, it is not possible to recover your data.

1) Click on the File tab.



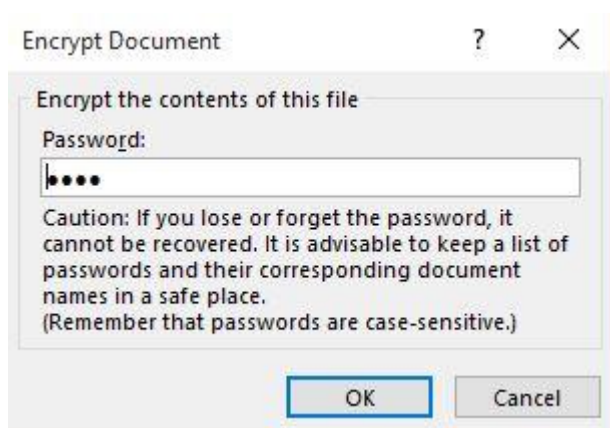
2) Click Info.



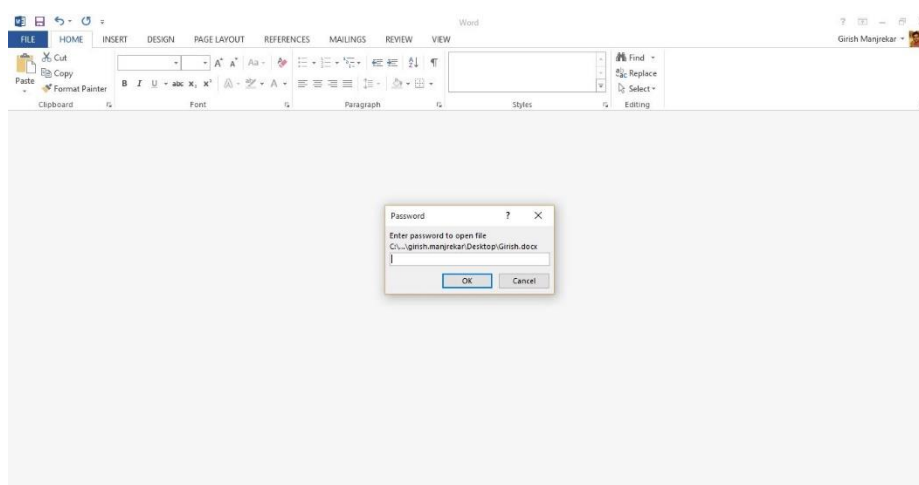
3) Click Protect Document, and then click Encrypt with Password.



4) In the Encrypt Document box, type a password, and then click OK.



5) In the Confirm Password box, type the password again, and then click OK.



THANK YOU