**Set a password to modify an Excel spreadsheet**

In addition to setting a password to open an Excel spreadsheet, you can set a password to allow others to modify the spreadsheet.

1. Click the **Microsoft Office Button**, click **Save As**, and on the bottom of the Save As dialog, click **Tools**.
2. On the Tools menu, click **General Options**. The General Options dialog opens.
3. Under File sharing, in the **Password to modify** box, type a password.
4. In the Confirm Password dialog, re-type the password. Click **OK**.
5. Click **Save**.

**Note**   To remove the password, repeat these instructions and then delete the password from the **Password to modify** box. Click **Save**.