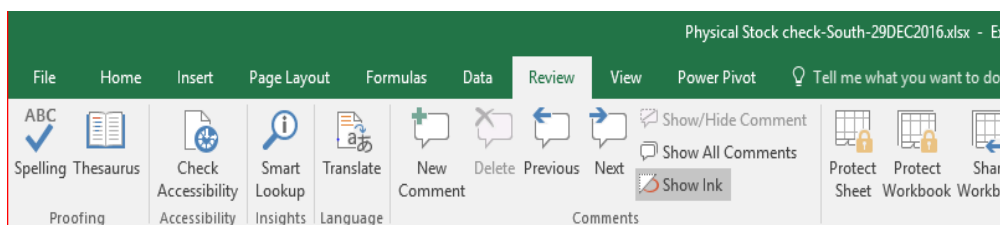


DID YOU KNOW?

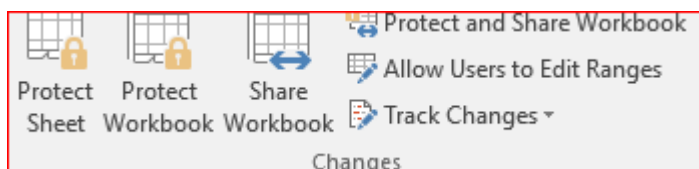
How to Protect a Workbook in Excel.

Excel has several different ways that you can protect or lock your data, but today we'll focus on how to lock the entire workbook. By protecting it with a password, you prohibit others from adding, moving, deleting, hiding, or renaming worksheets.

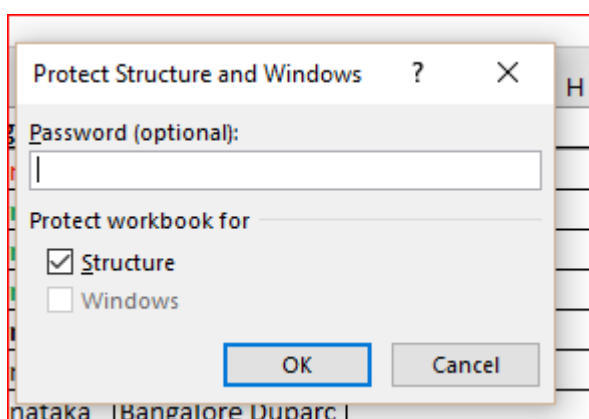
- In Excel, click on the **Review** tab at the top of the screen.



- Next, head over to the **Changes** section of the ribbon. You'll see three icons, including the ability to protect a sheet, protect the workbook, or share the workbook. Click on the **Protect Workbook** button.



- In the window that pops up, you can assign a password to your workbook. You're then going to be asked to confirm the password. Now, there's something important to note here: If you create a password and then forget it, you're going to be out of luck—Excel doesn't have a password recovery feature for protected workbooks.



- If you want to check if your workbook is protected or not, head back to the **Review** tab and look at the Protect Workbook icon. If it is highlighted, then the workbook is indeed protected.