

Microsoft Word: Require a password to open or modify a file

Applies to: Microsoft Office Word 2003 (for Microsoft Office 2007, see below*)

Security Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.

1. Open the file.
2. On the **Tools** menu, click **Options**, and then click **Security**.
3. Do one of the following:

Create a password to open

- In the **Password to open** box, type a password, and then click **OK**.
- In the **Reenter password to open** box, type the password again, and then click **OK**.

Create a password to modify

- In the **Password to modify** box, type a password, and then click **OK**.
- In the **Reenter password to modify** box, type the password again, and then click **OK**.

Original page: <http://office.microsoft.com/en-us/word/HP051860901033.aspx?pid=CH060862541033>

Microsoft Excel: Secure a workbook with a password

Applies to: Microsoft Office Excel 2003 (for Microsoft Excel 2007, see below*)

To allow only authorized users to view or modify your data, you can help secure your entire workbook file with a password.

1. On the **File** menu, click **Save As**.
2. On the **Tools** menu, click **General Options**.
3. Do either or both of the following:
 - If you want users to enter a password before they can view the workbook, type a password in the **Password to open** box, and then click **OK**.
 - If you want users to enter a password before they can save changes to the workbook, type a password in the **Password to modify** box.

Note Unlike passwords you specify in the **Password to open** box, passwords you specify in the **Password to modify** box are not encrypted. These passwords are only meant to give specific users permission to modify workbook data. For optimal password security, it's best to assign both passwords: An encrypted password to access the workbook, and one to provide specific users with permission to modify its content.

Important: Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.

1. If you want to use a different encryption type, click **Advanced**, click the type you want in the **Choose an encryption type** list, and then click **OK**.
2. If needed, specify the number of characters you want in the **Choose a key length** box.

Note Document property encryption is enabled by default for most encryption types and providers. It prevents unauthorized users from viewing summary and custom file properties

(such as the author or any custom file information) in the **Properties** dialog box. When users right-click the password-protected file, and then click **Properties**, information won't be available on the **Summary** tab and **Custom** tab. Authorized users, however, can open the file and view all file properties (**File** menu, **Properties** command). To disable document property encryption, clear the **Encrypt document properties** check box.

1. Click **OK**.
2. When prompted, retype your passwords to confirm them.
3. Click **Save**.
4. If prompted, click **Yes** to replace the existing workbook.

Note You can also secure a workbook with a password on the **Security** tab of the **Options** dialog box (**Tools** menu, **Options** command).

Original page: <http://office.microsoft.com/en-us/excel/HP011124101033.aspx?pid=CH062528131033>

*For [Microsoft Office 2007 products](#) (Word, Excel, and PowerPoint), view demo at link below:

<http://office.microsoft.com/en-us/help/HA102267981033.aspx>