

## Password protect documents, workbooks, and presentations

In the 2007 Microsoft Office system, you can use passwords to help prevent other people from opening or modifying your documents, workbooks, and presentations. Keep in mind that **Microsoft cannot retrieve forgotten passwords**.

For more about passwords, see [Create strong passwords](#).

[What's new in Office 2010](#)

### What do you want to do?

- ↓ [Set a password in a Word document](#)
- ↓ [Remove password protection from a Word document](#)
- ↓ [Set a password to modify a Word document](#)
- ↓ [Set a password in an Excel spreadsheet](#)
- ↓ [Remove password protection from an Excel spreadsheet](#)
- ↓ [Set a password to modify an Excel spreadsheet](#)
- ↓ [Set a password in a PowerPoint presentation](#)
- ↓ [Remove password protection from a PowerPoint presentation](#)
- ↓ [Set a password to modify a PowerPoint presentation](#)

### Set a password in a Word document

To encrypt your file and set a password to open it:

1. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.



2. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

### Remove password protection from a Word document

1. Use the password to open the document.
2. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the file.

## Set a password to modify a Word document

In addition to setting a password to open a Word document, you can set a password to allow others to modify the document.

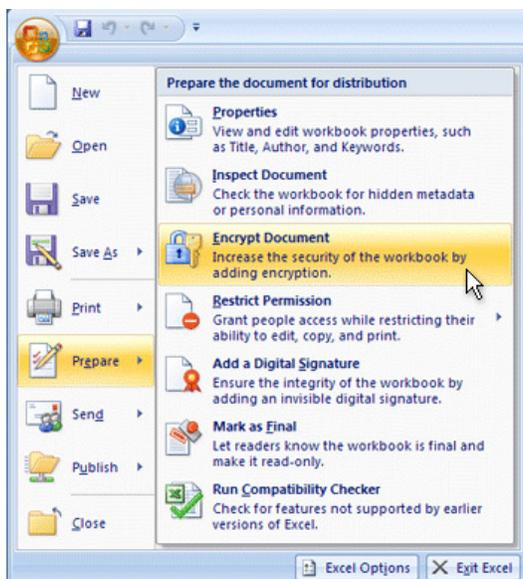
1. Click the **Microsoft Office Button** , click **Save As**, and on the bottom of the Save As dialog, click **Tools**.
2. On the Tools menu, click **General Options**. The General Options dialog opens.
3. Under File sharing options for this document, in the **Password to modify** box, type a password.
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**.

## Set a password in an Excel spreadsheet

To encrypt your workbook and set a password to open it:

1. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.



2. In the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

## Remove password protection from an Excel spreadsheet

1. Use the password to open the spreadsheet.
2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the spreadsheet.

## 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.

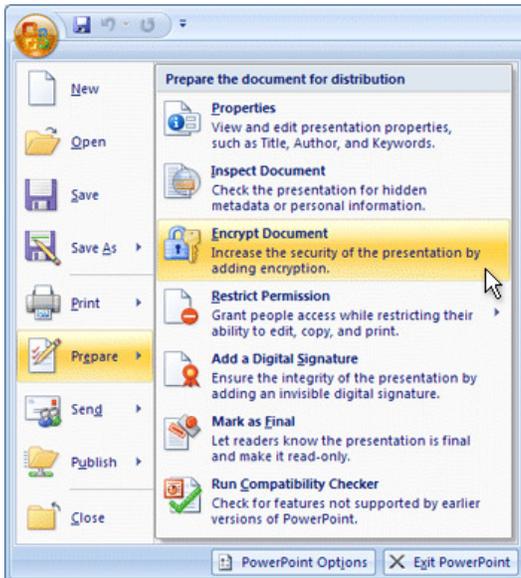
3. Under File sharing, in the **Password to modify** box, type a password.
4. In the Confirm Password dialog, re-type the password. Click **OK**.
5. Click **Save**.

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

### Set a password for a PowerPoint presentation

To encrypt your presentation and set a password to open it:

1. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.



2. In the **Password** box, type a password, and then click **OK**.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

### Remove password protection from a PowerPoint presentation

1. Use the password to open the presentation.
2. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.
3. In the **Encrypt Document** dialog box, in the **Password** box, delete the encrypted password, and then click **OK**.
4. Save the presentation.

### Set a password to modify a PowerPoint presentation

In addition to setting a password to open a PowerPoint presentation, you can set a password to allow others to modify the presentation.

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 settings for this document, 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**.

