Lesson 4 Cells, Locking and Unlocking Workbooks

Preparing Cells

Before locking your spreadsheet, you will need to unlock the cells that you want users to be able to edit,. For example you have a quarterly sales spreadsheet with formulas in the total column. You want users to enter values for their quarter, but let Excel calculate the totals. You can unlock the quarter columns so it is the only part of the spreadsheet users will be able to access**.**

The following explains how to unlock cells within your spreadsheet.

1. Select the cells that you want to enable users to edit.1

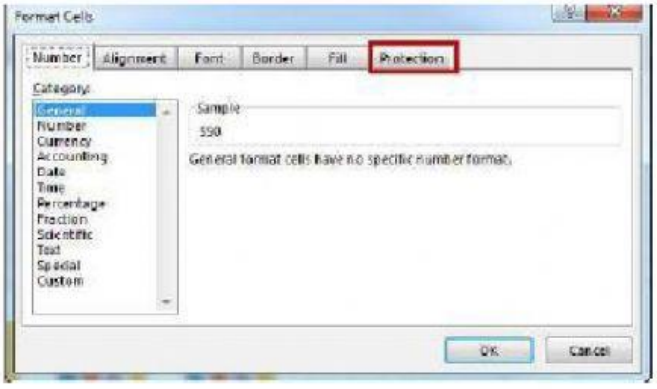
	Western Division				
Item	QTR 1	QTR 2	QTR 3	QTR 4	Totals
Hardware	$ 100.00	$ 500.00	$ 700.00	$ 400.00	$1,700.00
Software	$ 200.00	$ 600.00	$ 200.00	$ 300.00	$1,300.00
Furniture	$ 200.00	$ 500.00	$ 500.00	$ 300.00	$1,500.00
Accessories	$ 300.00	$ 300.00	$ 200.00	$ 100.00	$ 900.00

1

2. *Right-click* the selected cells.
3. A context sensitive menu will appear. Click **Format cells.2**

2

4. The *Format Cells* **tab** will appear. Click the **Protection tab 3.**



3

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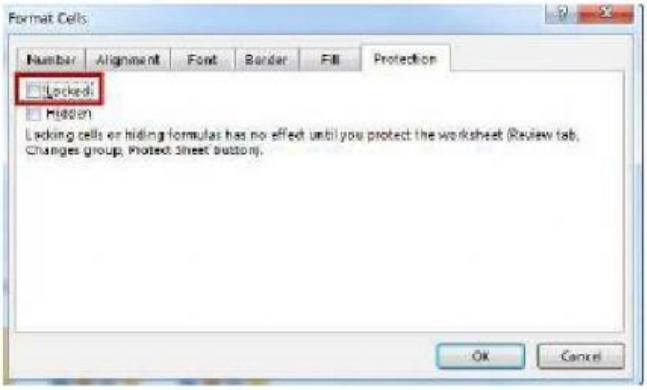
5. *Uncheck* the **checkbox** next to locked. This will allow users to make changes to the selected cells**. 4**



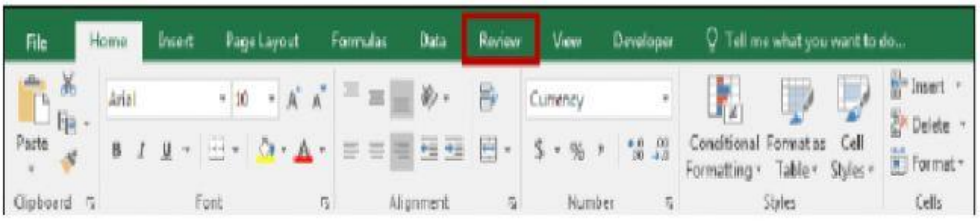
4

6. Click **OK**.
7. The *Selected* cells are now set at unlocked. You will need to lock your spreadsheet protection (See ***Locking Spreadsheet*** for more information in the last lesson).

Locking your Spreadsdheet.

Once you have designated which cells are to remain unlocked (See Preparing your Cells), you can protect the spreadsheet to lock the rest of your ccells.(e.g. cells that contain necessary formulas or instructyions for users).

1. In the *Ribbon*,click the **Review** tab.



1

2. In the *Changes grouping*, click **Protect Sheet. 2**

2

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3. The *Protect Sheet* window will appear. Click the checkbox next to *Protect worksheet and contents of locked cell*. **3**
4. Enter a **password** if desired. You will be asked to confirm your password if you dreate one. **3**
5. Next to Select **locked cells**. *Uncheck* the checkbox. **3**
6. Make sure the checkbox next to *Select* unlocked cells is checked. This will enable users to access and make changes to unlocked cells. **3**
7. Click **OK. 3**

3

Note: Without a password , anyone can easily unprotect the sheet. If you forget your password, it cannot be retrierved, so make sure to write it down and keep it in a safe place.

8. Your spreadsheet will be protected. Only tha nlocked cellss will be selectable.

Unprotect Worksheet

1. **In the Ribbon,click the File tab. 1**

1

2. The *Backstage View* will appear, and the protect workbook information will display any spreadsheet that are currently locked. **2**

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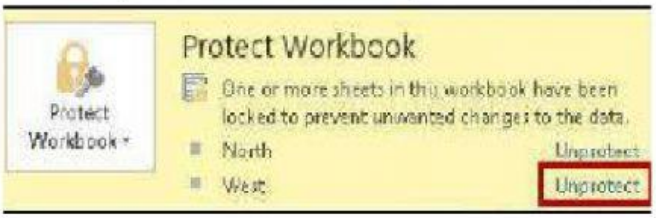
3. Click *Unprotect* next to the spreadsheet you want to unprotect. **2**



2

4. If the spreadsheet is password protected, you will be prompted to enter the password. Once entered, click **OK**.
5. The selected spreadsheet has been unlocked and is ready to be **edited**. **3**

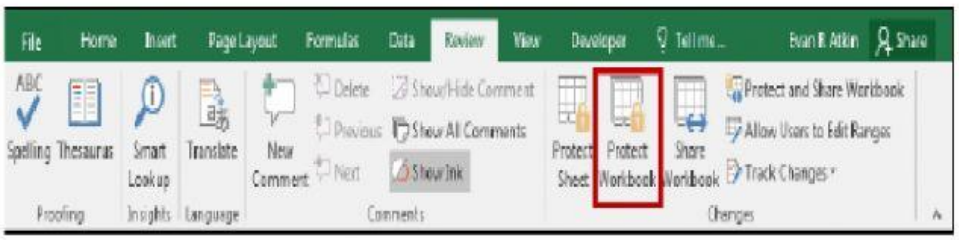
Protecting Workbooks

You can protect an entered workbook to prevent unwanted changes such as moving, deleting or adding sheets. To protect a workbook.

1. In the *Ribbon*, click the **Review** tab. **1**

1

2. In the *Changes* grouping, click on **Protect Workbook**. 2



2

3. The *Protect Structure* and *Windows* window will appear. Make sure that the checkbox next to **Structure** is checked. **3**
4. Enter a *Password* if desired. You will be asked to confirm your password if you create one.**3**
5. Click **OK**. Your workbook will be *protected*. **3**

3

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Note: Without a password, anyone can easily unprotect the workbook. If you forget your password it cannot be retrieved, so make sure to write it in a safe place.

Unprotect Workbooks

The following explains how to unprotect a protected workbook.

1. In the *Ribbon*, click the **Review** tab. **1**

1

2. In the *Changes* grouping, click **Protect Workbook. 2**

2

3. If the Spreadsheet is password protected, you will be prompted to enter the password, then click **OK**.
4. The protection on the workbook has been removed.

Questions

1. Describe how to prepare cell in your spreadsheet.

2. How to Protect and Unprotect your Workbook.

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