

# Password protect documents, workbooks, and presentations


By default, this feature uses AES 128-bit advanced encryption.

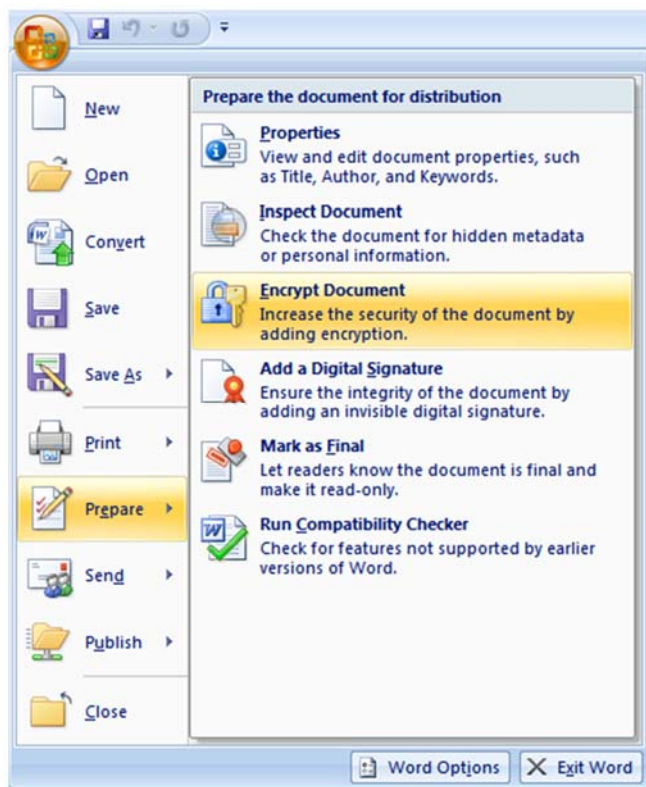
Applies to 2007 or NEWER:

Access, Excel, InfoPath, OneNote, PowerPoint, Publisher, Visio, Word

## Set a password in a Word 2007 OR NEWER 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**.
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.

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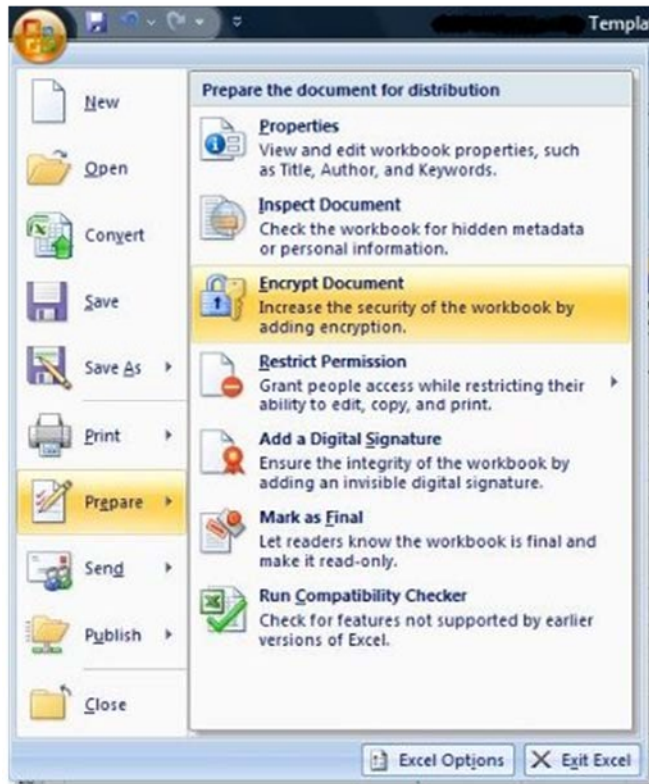
Applies to 2007 or NEWER:

Access, Excel, InfoPath, OneNote, PowerPoint, Publisher, Visio, Word

## Set a password in an Excel 2007 OR NEWER 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**.
3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

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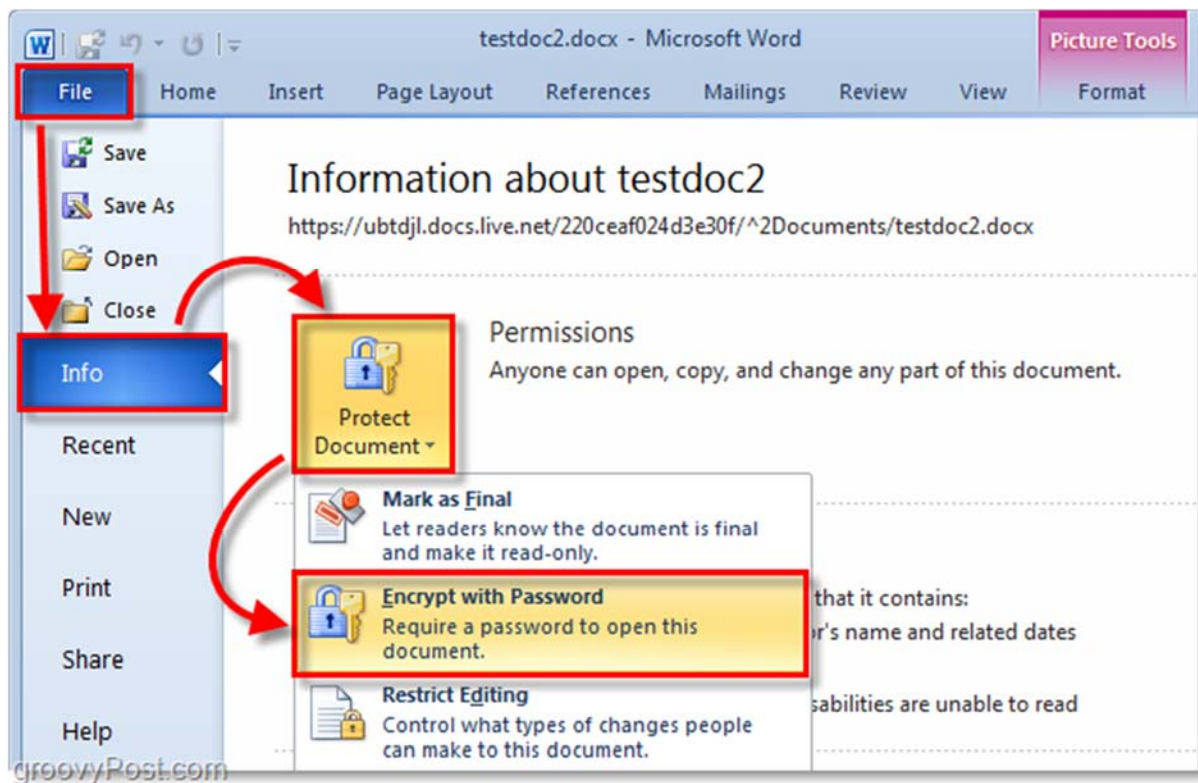
## Applies to:

Core Office Suite – Word 2010, Excel 2010, Powerpoint 2010, Access 2010, OneNote 2010

## Set a password in an Office 2010 document

Because the new password protection process for Office 2010 is consistent across the core Office suite (*Word 2010 Excel 2010, PowerPoint 2010*) the process is demonstrated just once using Word 2010.

1. Click the **File** tab, then click Info. On the menu to the right click **Protect Document** and click **Encrypt with Password**.



2. The encrypt Document dialog box will appear, type in a strong password and click **OK** to finish.

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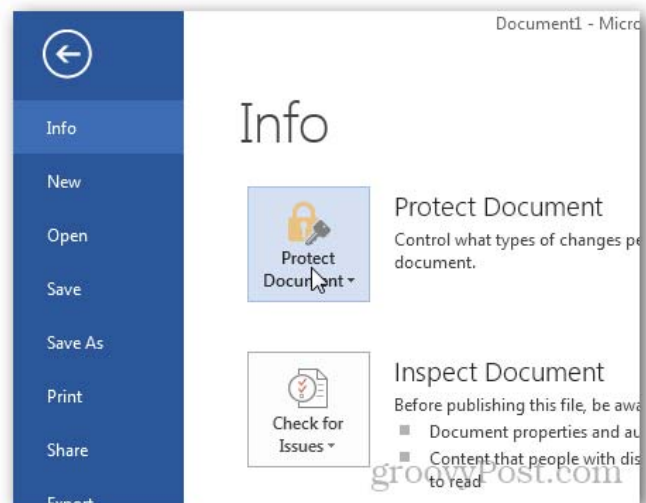
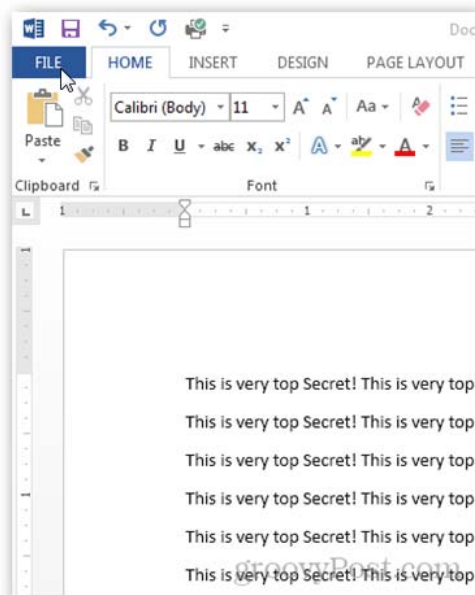
Applies to:

Core Office suite – Word 2013, Excel 2013, Powerpoint 2013, Access 2013, OneNote 2013

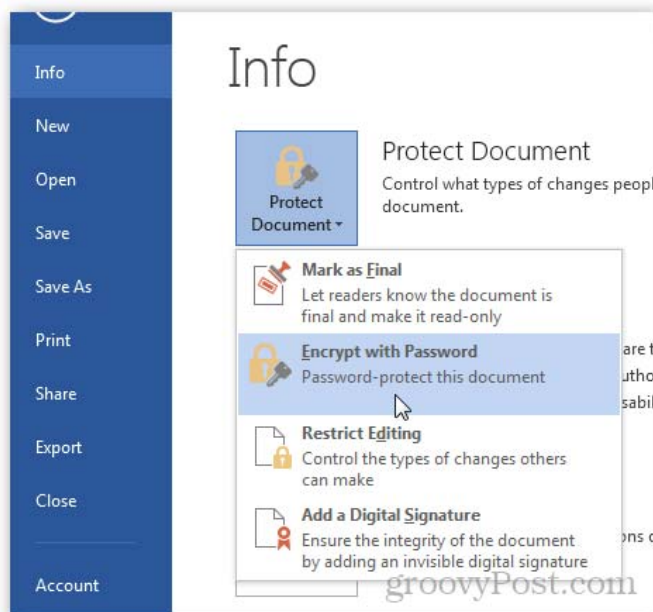
## Set a password in an Office 2013 document

Because the new password protection process for Office 2013 is consistent across the core Office suite (*Word 2013 Excel 2013, PowerPoint 2013*) the process is demonstrated just once using Word 2013.

1. Click **File**.



2. Under the **Info** tab, click **Protect Document**.



3. Click **Encrypt with Password**, enter your password when prompted and click **OK**.