

Protect an Excel Worksheet

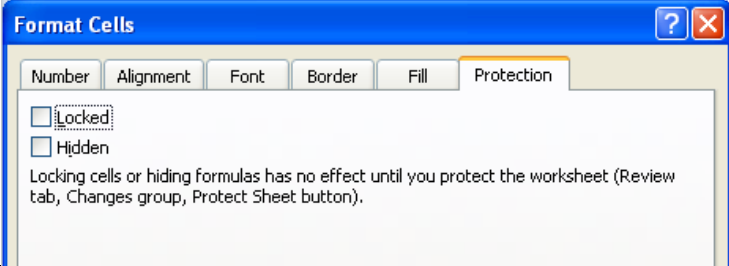
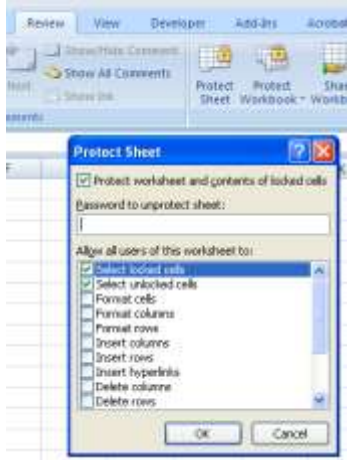
Situation:

You want to allow data entry in some cells but protect all other cells in a worksheet from changes.

Overview:

Remove the locks from the cells where people can type, protect the rest of the worksheet.

Step by Step Instructions:

1.	Select cells in which data will be typed	
2.	RIGHT click selected cells	
3.	Select Format Cells...	
4.	Click Protection tab	
5.	Uncheck Locked	
6.	Click OK	
7.	Click Review tab	
8.	Click Protect Sheet	
9.	If you use a password, MAKE SURE TO REMEMBER IT. There is no way to find it again!	
10.	Check the things that can be done to the worksheet by the user.	
11.	Click OK	
12.	Save the file	