



Encrypting Microsoft Office Files

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Encryption provides a measure of safety for documents containing protected data. It can be used to secure files stored on computers and external storage devices, as well as data being transferred via networks. This handout covers how to password-protect Microsoft Office files. The process is the same in Microsoft Office 2010, 2013, and 2016.

To password-protect a document, workbook, or presentation:

1. Open the file in the appropriate **Microsoft Office** application (**Word**, **Excel**, or **PowerPoint**).
2. Click the **File** tab on the **Ribbon**, and then click **Info** in the left pane (see Figure 1).
3. On the **Info** page of the **Backstage** view, do one of the following:
 - In **Word**, click the **Protect Document** button, and then click **Encrypt with Password** (see Figure 2).
 - In **Excel**, click the **Protect Workbook** button, and then click **Encrypt with Password**.
 - In **PowerPoint**, click the **Protect Presentation** button, and then click **Encrypt with Password**.



Figure 1 – File Tab in Word 2016

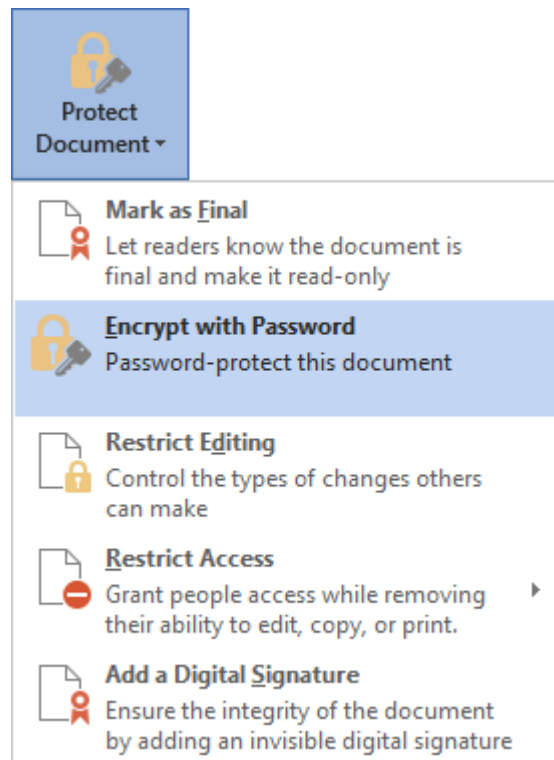


Figure 2 – Protect Document Menu in Word 2016

4. In the **Encrypt Document** dialog box, type a password in the **Password** box, and then click the **OK** button (see Figure 3).

NOTE: Passwords are case-sensitive. Lost or forgotten passwords cannot be recovered.

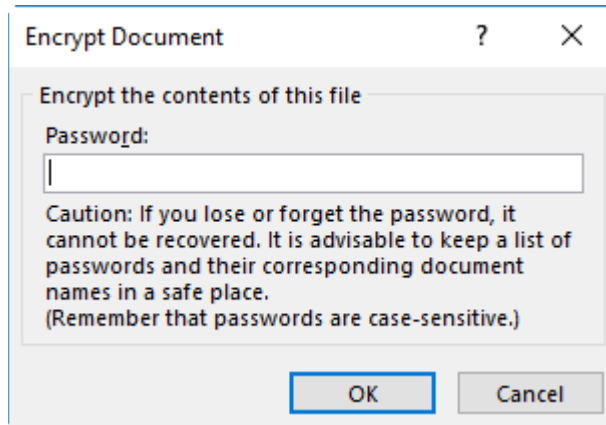


Figure 3 – Encrypt Document Dialog Box

5. In the **Confirm Password** dialog box, retype the password in the **Reenter password** box, and then click the **OK** button (see Figure 4).

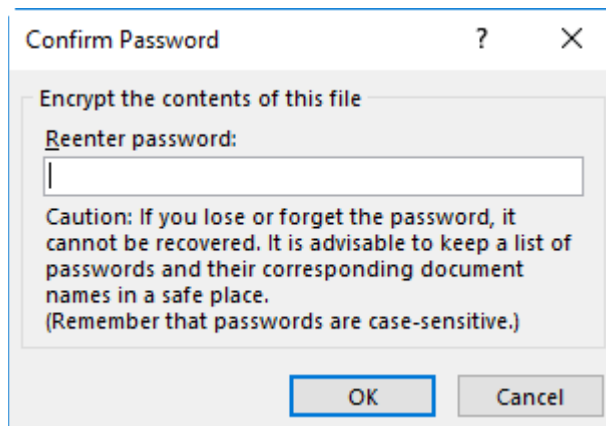


Figure 4 – Confirm Password Dialog Box

6. Save the file.

NOTE: The process of removing a password from a file is the same as adding a password, except you clear the password in the **Password** box, and then click the **OK** button.