

PASSWORD PROTECTED MS OFFICE DOCUMENT

PASSWORD FOR OPENING A FILE:

Goto

MS Office Logo > Prepare > Encrypt Document > Choose Password > Ok > Close File > Ask For Save Changes > Yes.

TO REMOVE PASSWORD PROTECTION:

Goto

MS Office Logo > Prepare > Encrypt Document > Erase Password > Ok > Close File > Ask For Save Changes > Yes.

PASSWORD FOR EDITING FILE:

Goto

Review > Protect Document > 1st Option "RESTRICTED FORMATING AND EDITING"

Tick on 1st option "Formating Restriction" For Formating

Tick on 2nd option "Editing Restriction" For Editing

Click On The Button "Yes, Start Enforcing Protection"

Then Choose Password, Rewrite Password > Yes > Close File > Ask For Save Changes > Yes.

TO REMOVE PASSWORD PROTECTION FOR EDITING AND FORMATING:

Goto

Review > Protect Document > 1st Option "RESTRICTED FORMATING AND EDITING" > Click On Stop Protection > Unmark

1st option "Formating Restriction" And 2nd option "Editing Restriction"

>Close File > Ask For Save Changes > Yes.