How To Password Protect A Word or Excel 2010 or 2013 Document Using Built-in Office Encryption

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Step 1 – In the Save As Dialog box, Click Tools, and then click General Options.

Step 2 - Type a strong password in the **Password to open** box. Note: Putting a password in the **Password to modify** box will not secure your document. Click **OK** when completed & click the **Save** button.

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



Step 2 - The Encrypt Document dialog will appear, type in a strong password, click OK, and retype the same password in the confirmation box, and then Click OK to finish.