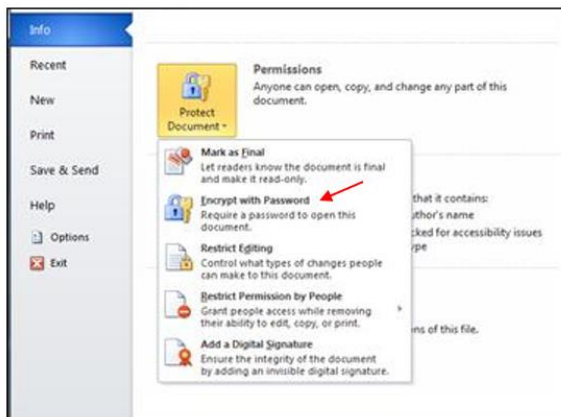


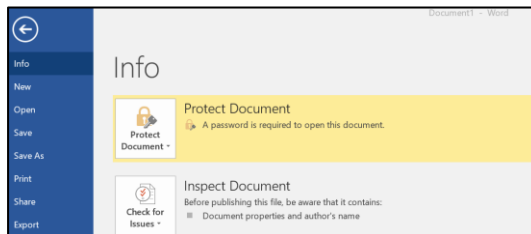
Creating a Password Protected Word/Excel/Powerpoint Document

Microsoft Office allows for password protection of Microsoft Word, Excel and PowerPoint documents. Below are instructions for password protecting a Microsoft Word document but the steps are the same for Excel and PowerPoint.

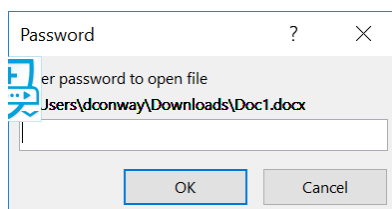
1. Open the Microsoft Word document you wish to password protect. Then click **File > Info > Protect Document**.
2. Select "Encrypt with password" from the list.



3. Enter the password you wish to use. Once password has been applied the protected document setting will highlight. Click the back arrow to return to your document. You can then save your document as normal.



4. The next time you open this document you will be prompted for the password created.



Removing the Password

If at any stage, you would like to remove the password you have just set simply click

File > Protect Document > Encrypt with Password

Delete the password and click OK.

Be sure to save your file to make that change permanent.

