# Microsoft Excel – Advanced

## Exercise – Protection and sharing

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As explained, when sharing workbooks with others, it is common to allow some cells to be available for editing or inserting content.

However, other parts of a sheet or workbook might require protection, such as formatting and formulae or other important information that sharing could mean corruption of data or formatting.

So, password protection is ideal for ensuring information is protected and any viewing, input or editing is performed only by those people with knowledge of the password.

You will be saving a file with protection for most cells but allow input and editing of some cells.

1. Open the Microsoft Excel Workbook file named: LoanCalculator

2. The form should not be changed by any user and formulae need protecting too but for functionality via share the following cells need to allow for input and editing of input:

    a. Cell C3 to allow the Purchase Price to be input or edited

    b. Cell C5 to allow the Duration of Loan in months to be input or edited

    c. Cell C6 to allow the Loan Amount to be input or edited

3. All other cells require protection from alteration of any kind. Place a password protection upon the sheet using the password: wcs

4. Save the file with the password protection for users to require a password for opening

5. Close the file

6. Open the file and input the password

7. Try out input / edit for the cells allowed for same and try to change the protected cells to see what happens

8. Create a workbook yourself and consider the cells requiring protection and try it out.