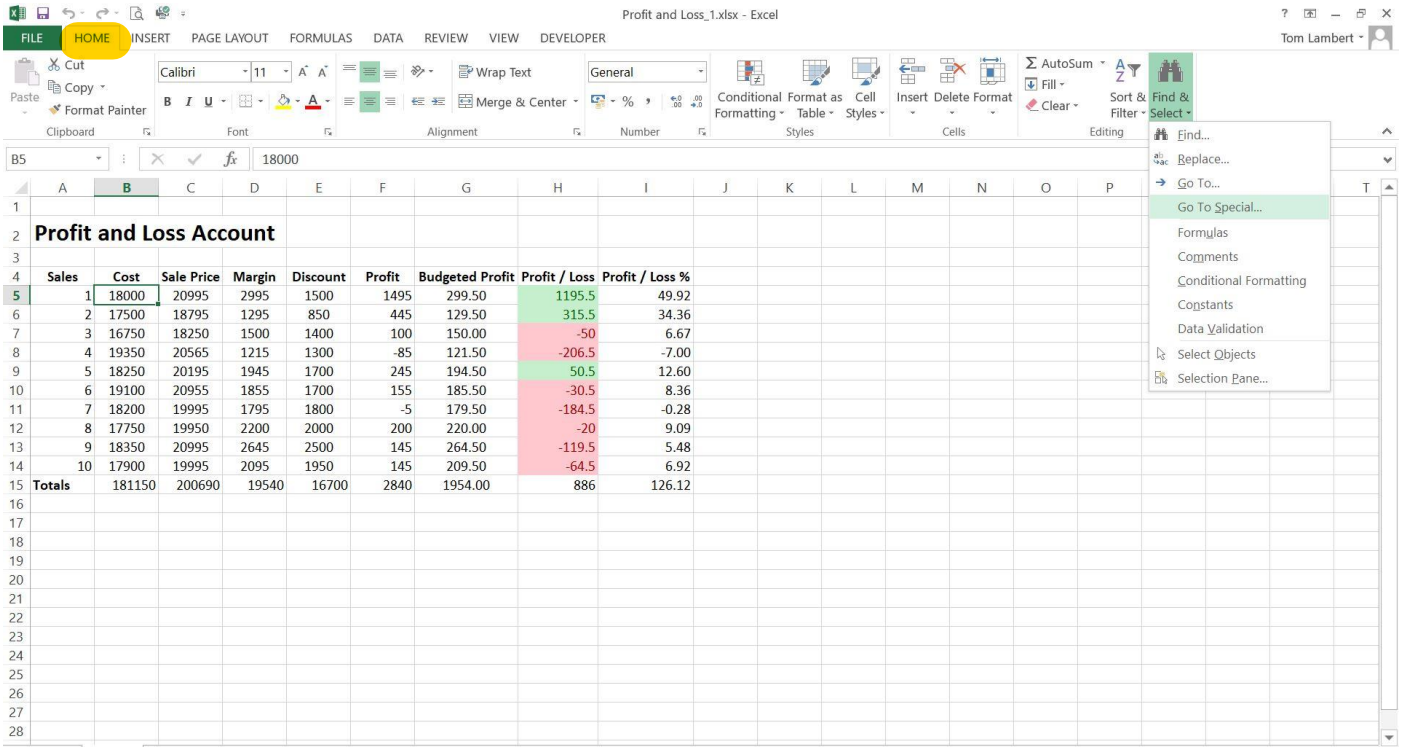
# How To Protect Excel Worksheets

Sometimes you may want to protect your excel work so no one can change or delete the formulas contained within but allow users to enter new data to the sheet.

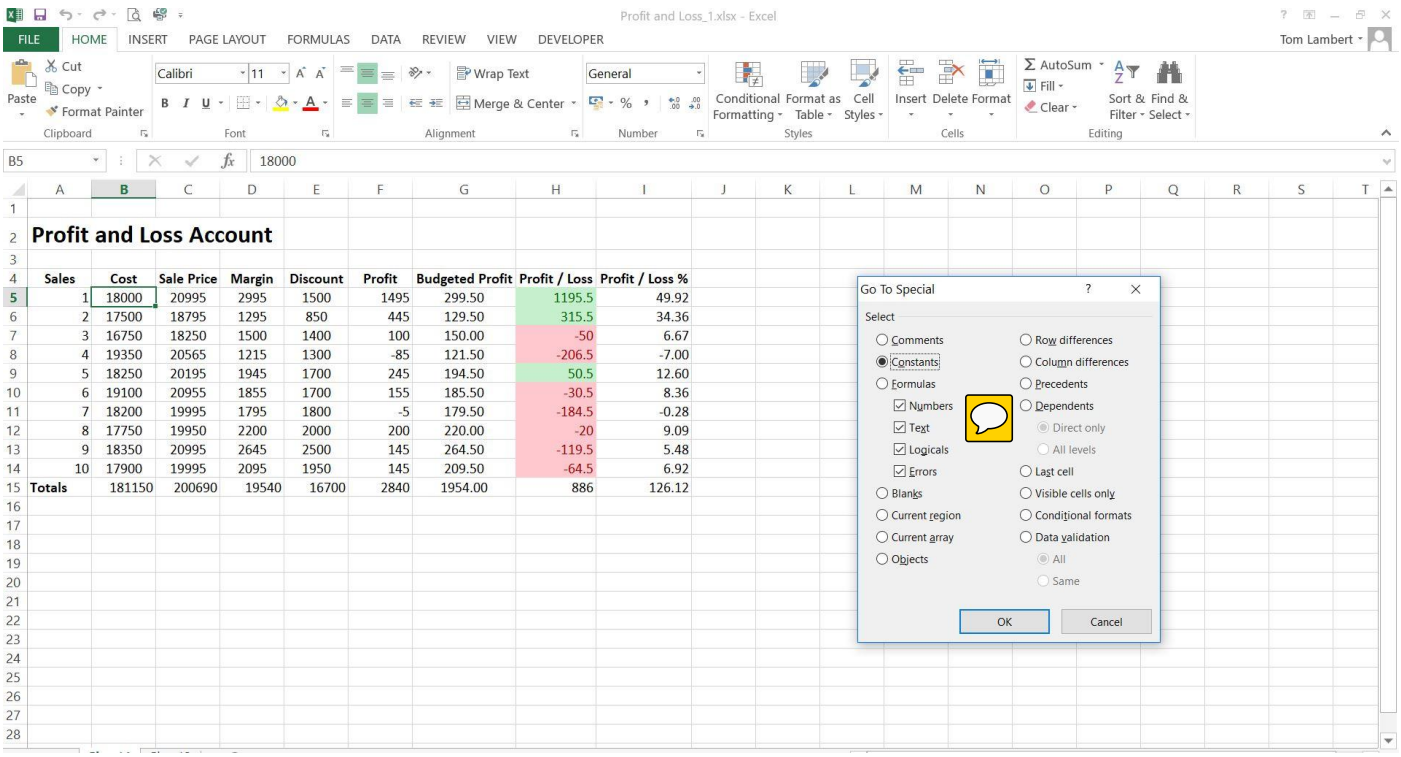
Follow the steps below –

1. Click on **Find & Select** then **Go To Special**



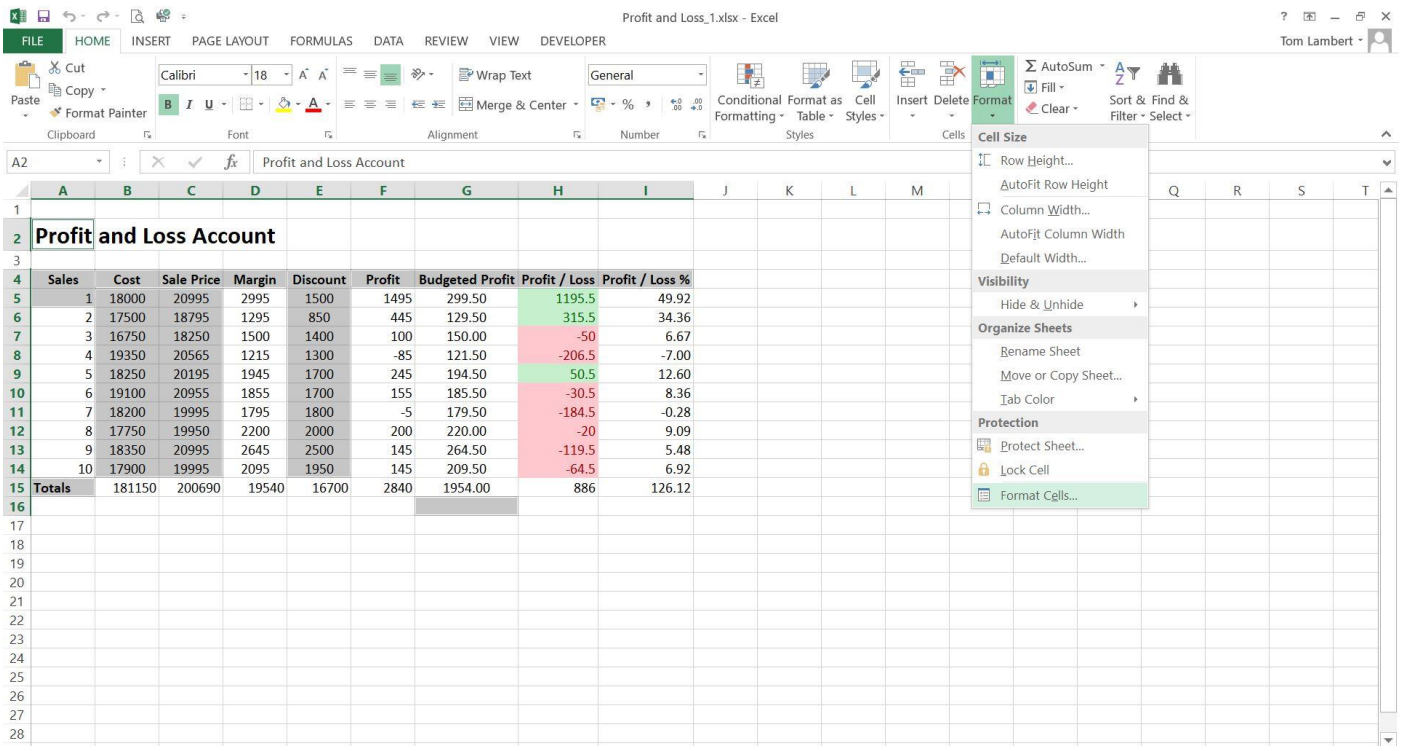

| Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|
| 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 7 | 18200 | 19995 | 1795 | 1800 | -5 | 179.50 | -184.5 | -0.28 |
| 8 | 17750 | 19950 | 2200 | 2000 | 200 | 220.00 | -20 | 9.09 |
| 9 | 18350 | 20995 | 2645 | 2500 | 145 | 264.50 | -119.5 | 5.48 |
| 10 | 17900 | 19995 | 2095 | 1950 | 145 | 209.50 | -64.5 | 6.92 |
| Totals | 181150 | 200690 | 19540 | 16700 | 2840 | 1954.00 | 886 | 126.12 |

2. then select **Constants** and click **OK.**



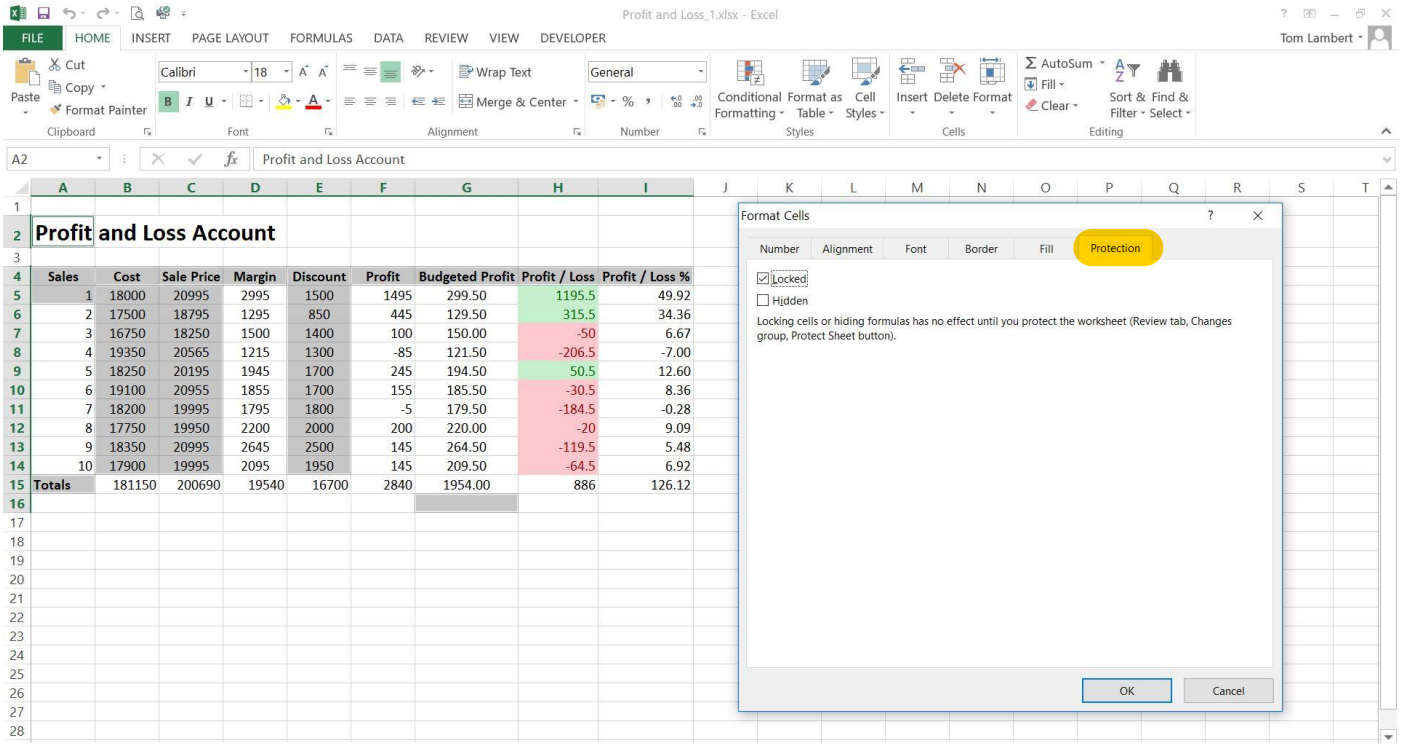

| Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|
| 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 7 | 18200 | 19995 | 1795 | 1800 | -5 | 179.50 | -184.5 | -0.28 |
| 8 | 17750 | 19950 | 2200 | 2000 | 200 | 220.00 | -20 | 9.09 |
| 9 | 18350 | 20995 | 2645 | 2500 | 145 | 264.50 | -119.5 | 5.48 |
| 10 | 17900 | 19995 | 2095 | 1950 | 145 | 209.50 | -64.5 | 6.92 |
| Totals | 181150 | 200690 | 19540 | 16700 | 2840 | 1954.00 | 886 | 126.12 |

3. Now select **Format** then **Format Cells**



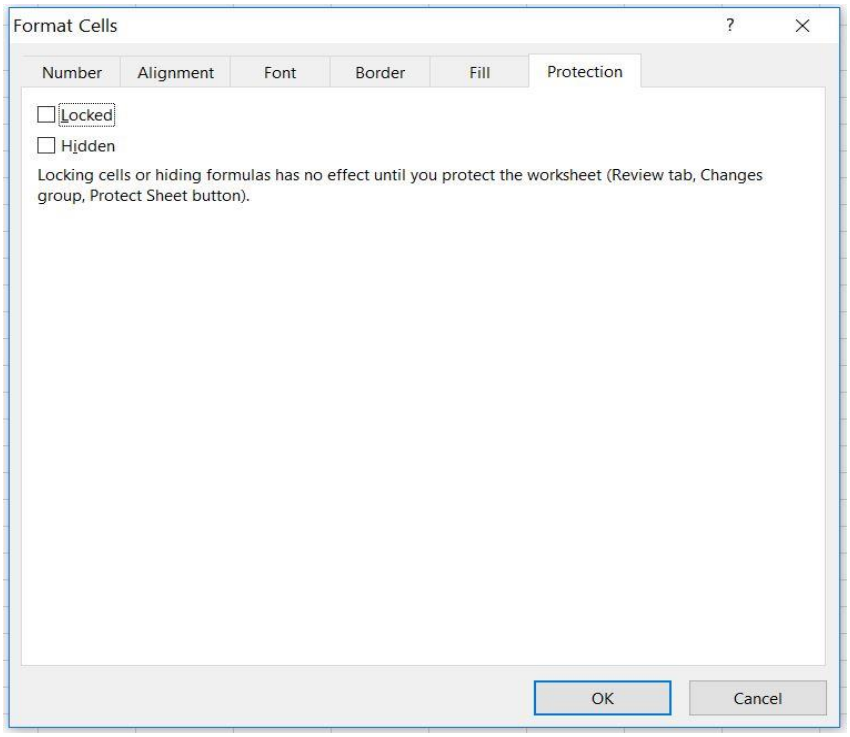

| Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|
| 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 7 | 18200 | 19995 | 1795 | 1800 | -5 | 179.50 | -184.5 | -0.28 |
| 8 | 17750 | 19950 | 2200 | 2000 | 200 | 220.00 | -20 | 9.09 |
| 9 | 18350 | 20995 | 2645 | 2500 | 145 | 264.50 | -119.5 | 5.48 |
| 10 | 17900 | 19995 | 2095 | 1950 | 145 | 209.50 | -64.5 | 6.92 |
| Totals | 181150 | 200690 | 19540 | 16700 | 2840 | 1954.00 | 886 | 126.12 |

4. Select the **Protection** Tab

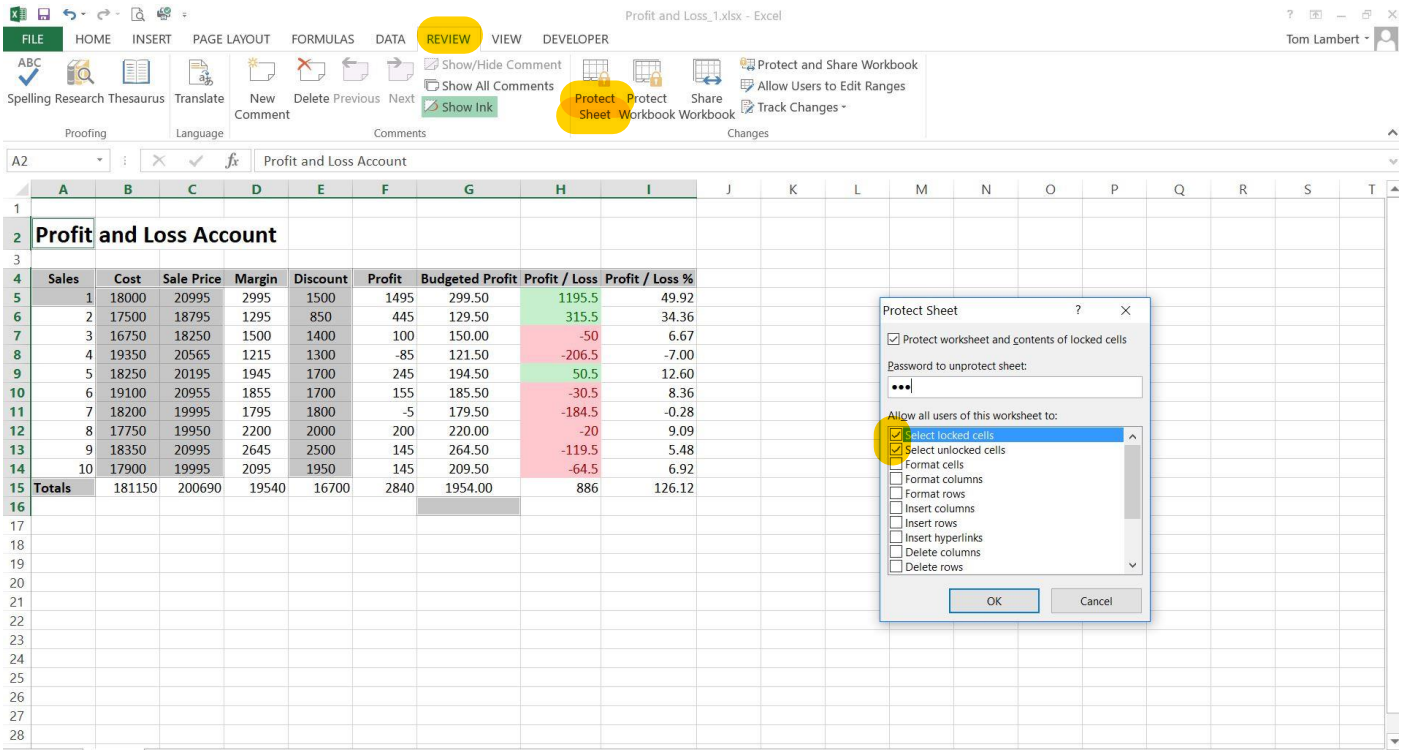



| Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|
| 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 7 | 18200 | 19995 | 1795 | 1800 | -5 | 179.50 | -184.5 | -0.28 |
| 8 | 17750 | 19950 | 2200 | 2000 | 200 | 220.00 | -20 | 9.09 |
| 9 | 18350 | 20995 | 2645 | 2500 | 145 | 264.50 | -119.5 | 5.48 |
| 10 | 17900 | 19995 | 2095 | 1950 | 145 | 209.50 | -64.5 | 6.92 |
| Totals | 181150 | 200690 | 19540 | 16700 | 2840 | 1954.00 | 886 | 126.12 |

5. and untick **Locked** then click **OK**



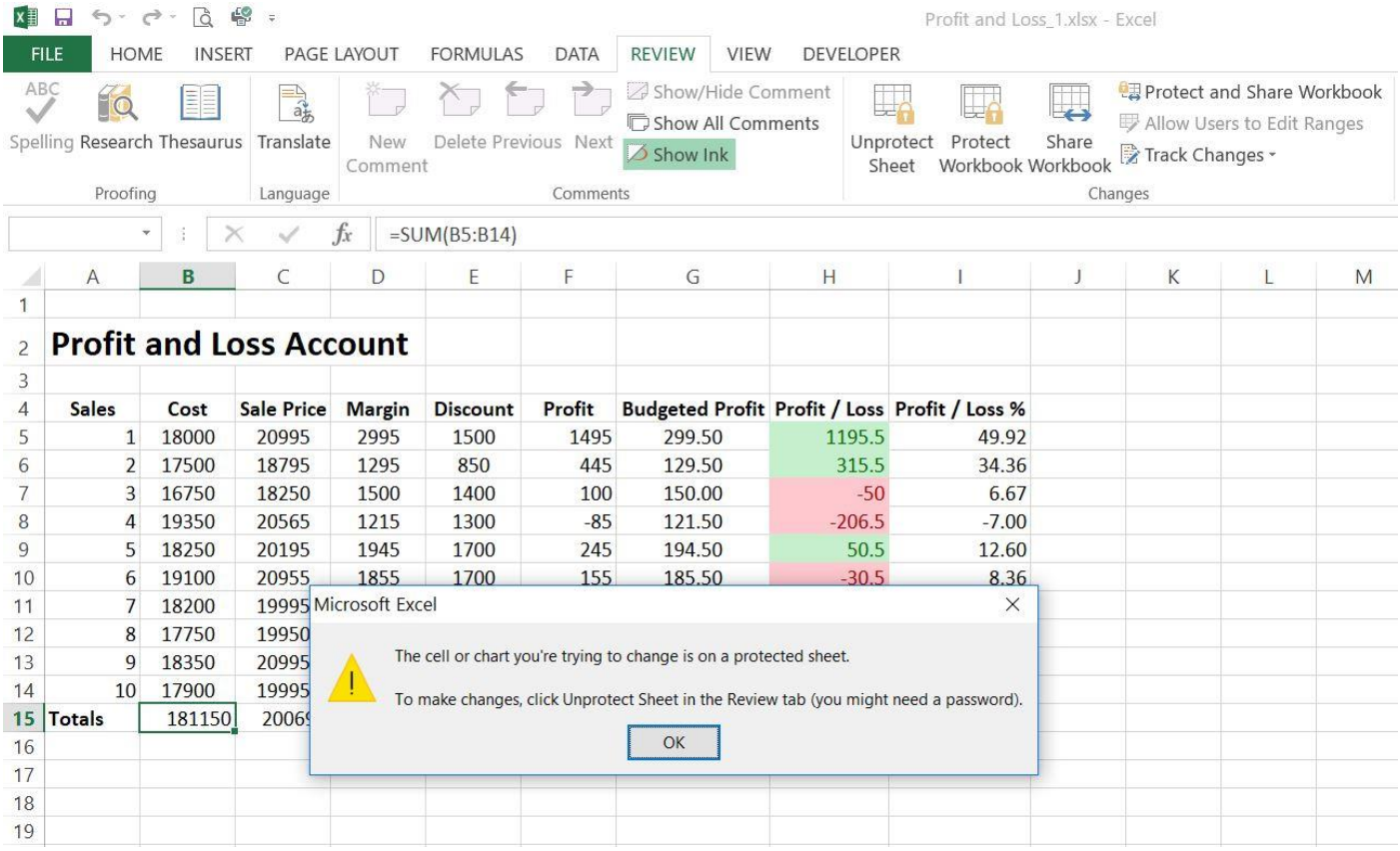
6. Now select the **Review** Tab followed by **Protect Sheet**




| | Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|---|
| 5 | 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 6 | 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 7 | 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 8 | 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 9 | 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 10 | 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 11 | 7 | 18200 | 19995 | 1795 | 1800 | -5 | 179.50 | -184.5 | -0.28 |
| 12 | 8 | 17750 | 19950 | 2200 | 2000 | 200 | 220.00 | -20 | 9.09 |
| 13 | 9 | 18350 | 20995 | 2645 | 2500 | 145 | 264.50 | -119.5 | 5.48 |
| 14 | 10 | 17900 | 19995 | 2095 | 1950 | 145 | 209.50 | -64.5 | 6.92 |
| 15 | Totals | 181150 | 200690 | 19540 | 16700 | 2840 | 1954.00 | 886 | 126.12 |

7. Leave the two top boxes ticked and enter a password if required then click **OK**

If anyone tries to enter or delete data in the protected cells an error message will appear




| | Sales | Cost | Sale Price | Margin | Discount | Profit | Budgeted Profit | Profit / Loss | Profit / Loss % |
|---|---|---|---|---|---|---|---|---|---|
| 5 | 1 | 18000 | 20995 | 2995 | 1500 | 1495 | 299.50 | 1195.5 | 49.92 |
| 6 | 2 | 17500 | 18795 | 1295 | 850 | 445 | 129.50 | 315.5 | 34.36 |
| 7 | 3 | 16750 | 18250 | 1500 | 1400 | 100 | 150.00 | -50 | 6.67 |
| 8 | 4 | 19350 | 20565 | 1215 | 1300 | -85 | 121.50 | -206.5 | -7.00 |
| 9 | 5 | 18250 | 20195 | 1945 | 1700 | 245 | 194.50 | 50.5 | 12.60 |
| 10 | 6 | 19100 | 20955 | 1855 | 1700 | 155 | 185.50 | -30.5 | 8.36 |
| 11 | 7 | 18200 | 19995 | | | | | | |
| 12 | 8 | 17750 | 19950 | | | | | | |
| 13 | 9 | 18350 | 20995 | | | | | | |
| 14 | 10 | 17900 | 19995 | | | | | | |
| 15 | Totals | 181150 | 2006 | | | | | | |

Tom Lambert May 2018