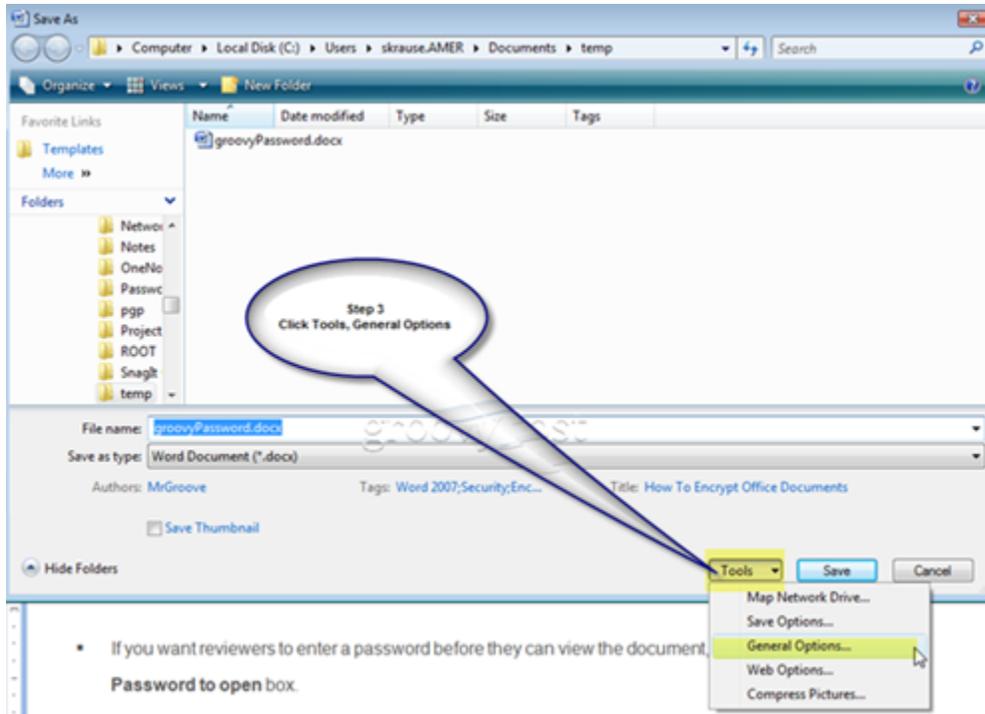


How To Password Protect A Word or Excel 2010 or 2013 Document Using Built-in Office Encryption

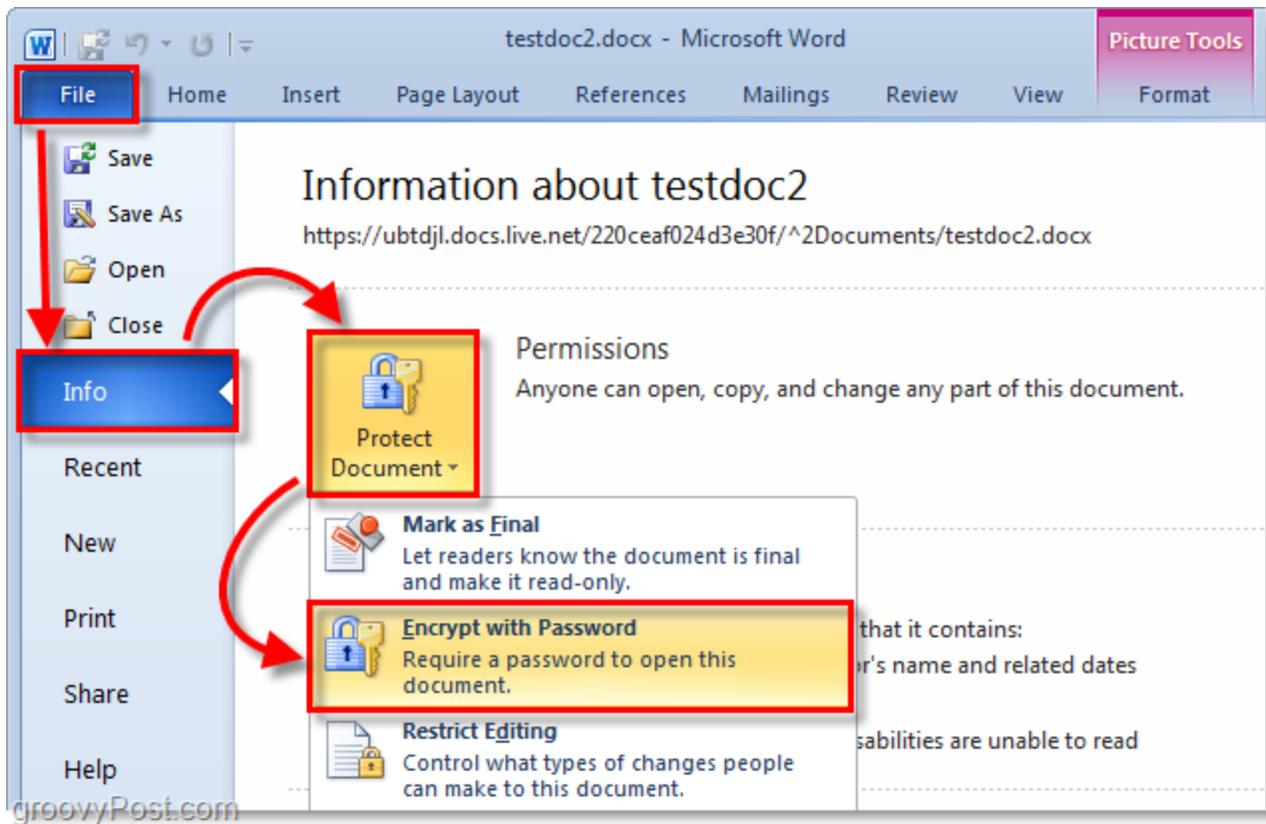
Step 1 – In the **Save As** Dialog box, Click **Tools**, and then click **General Options**.



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.

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

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.