THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

Protecting Microsoft Office Document with Password

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Version 1.0

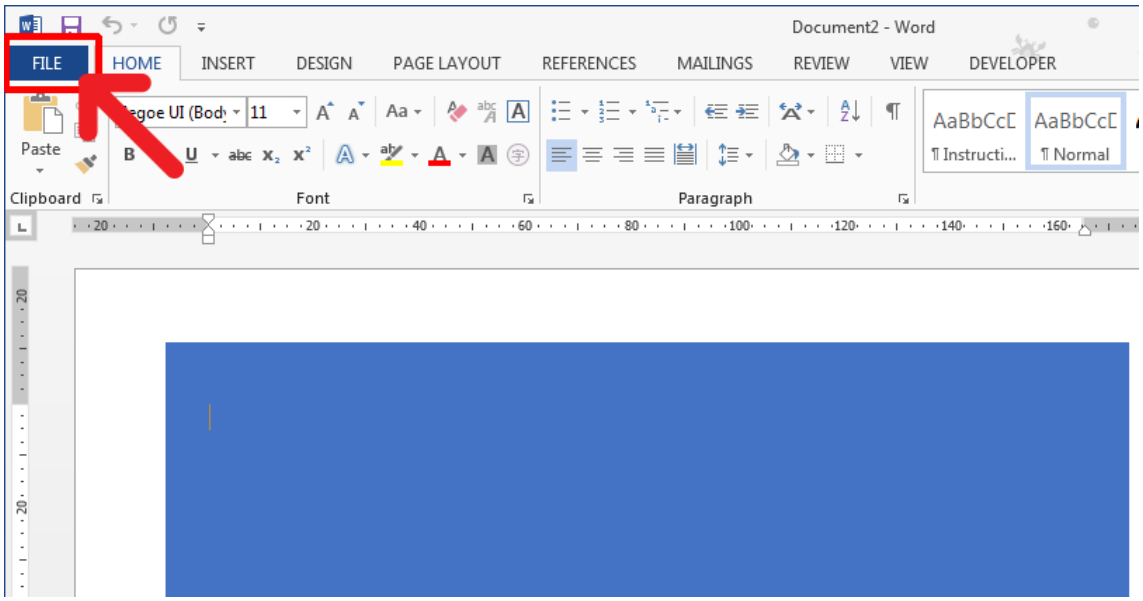
HELPDESK	Location	Tel no.
For HHB	11/F Computer Center	3746 0818
For WK	S5/F Computer Center	3746 0819

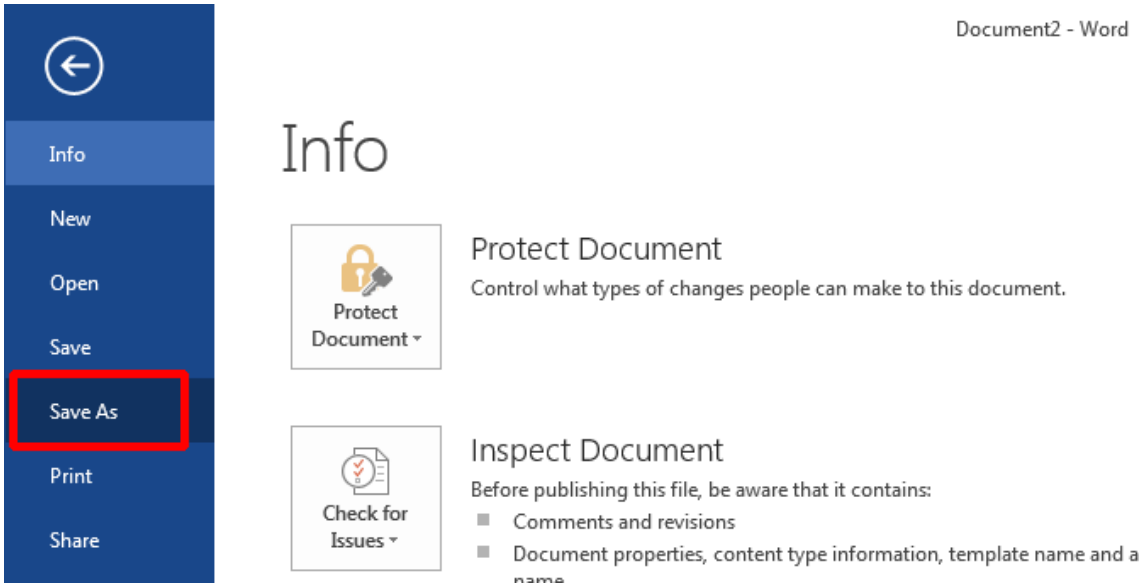
Set a Password for Word / Excel / PowerPoint file

Note: The method to set password for Microsoft Word, Excel and PowerPoint file are similar.

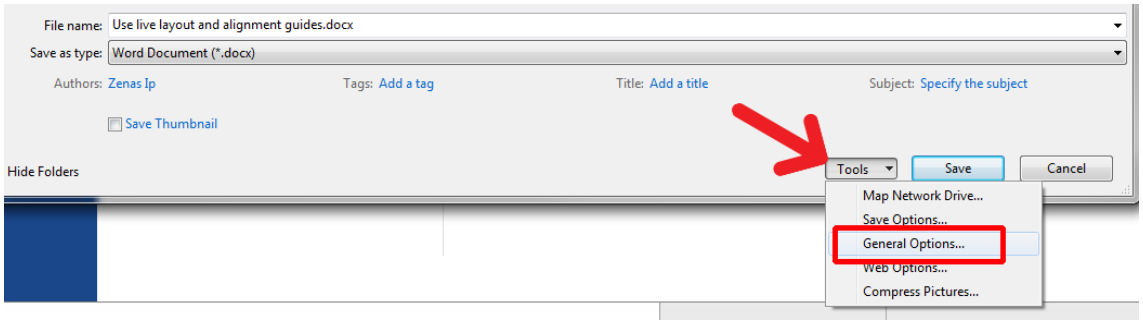
Step 1: Open **Word or Excel or PowerPoint**. Choose a **Word file** or **Excel file or PowerPoint file** that needs a password.

Step 2: Click the **File** tab in the upper left corner of the interface - >**Save As**





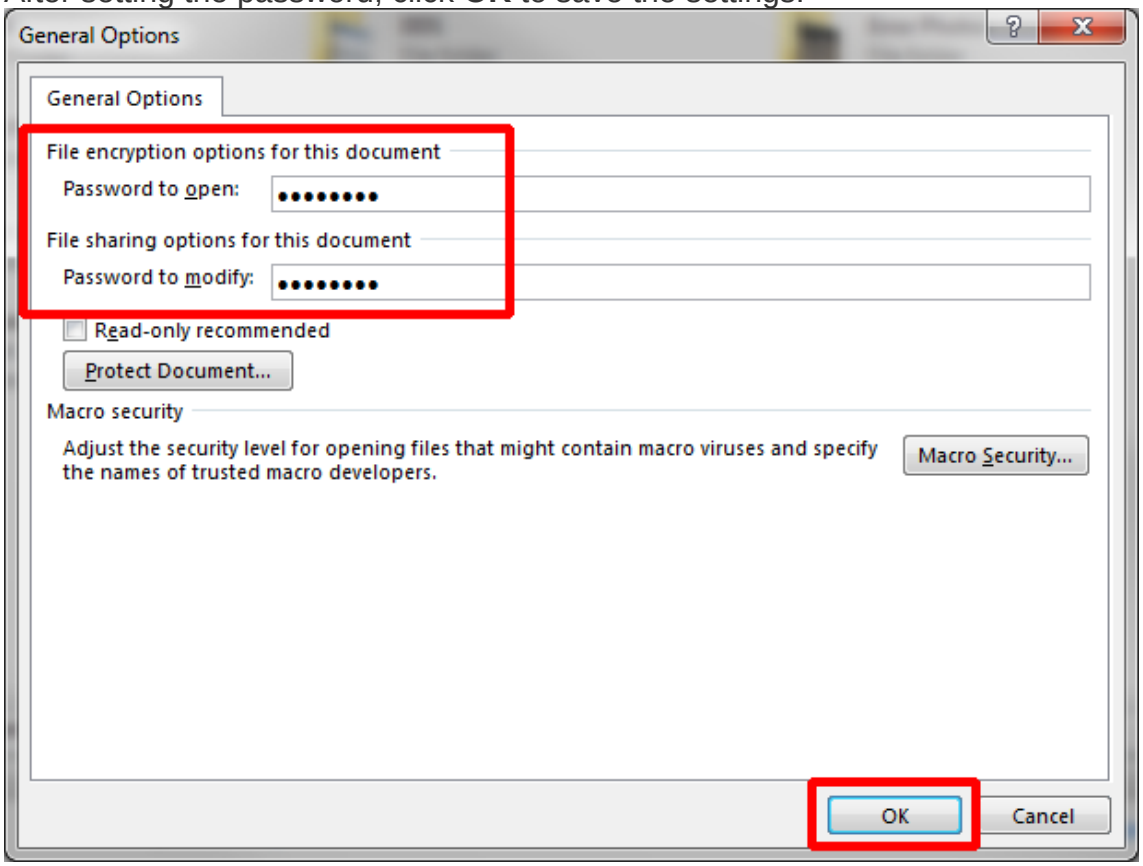
Step 3: **Save As** a dialog box appears, select **Tools** - > **General Options**



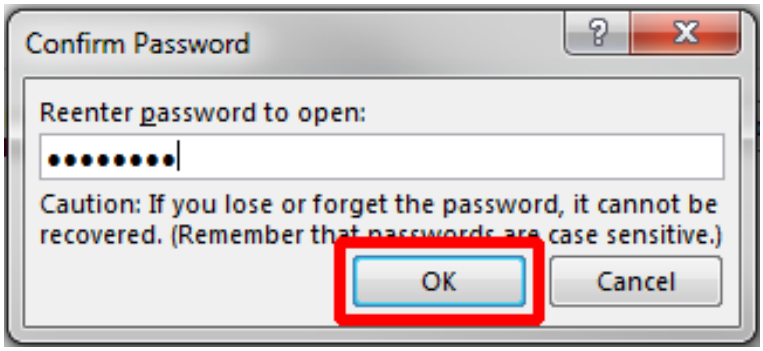
Step 4: General Options dialog box opened with settings

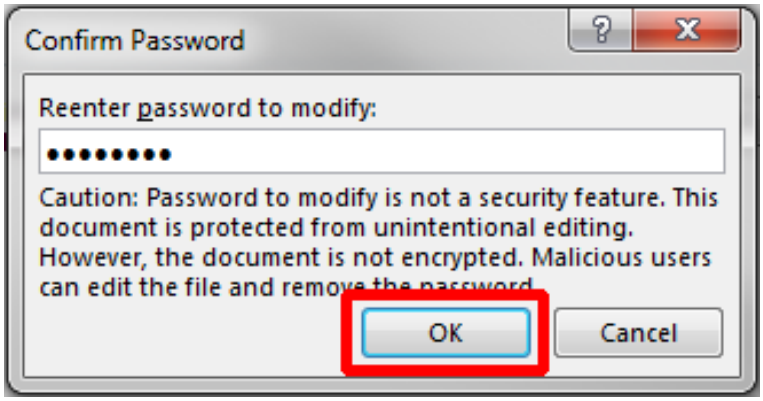
- **Password to open**: Set password to open Word or Excel or PowerPoint file (Caution: If you lose or forget the password, it cannot be recovered.)
- **Password to modify**: Set password to edit Word or Excel or PowerPoint file (Caution: This document is protected from unintentional editing, the document is not encrypted. Malicious users can edit the file and remove the password.)

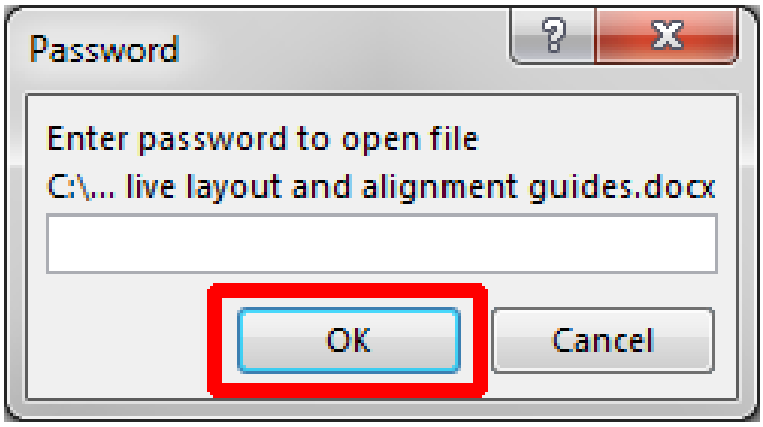
After setting the password, click **OK** to save the settings.



Step 5: Reenter password to open / modify
Step 6: Click **Save** to save **Word** or **Excel** or **PowerPoint** file.





Open Word or Excel or PowerPoint file with Password

Enter the password to open Word or Excel or PowerPoint file.