



Dear Diane,

I have an Excel document that I share. I don't want certain columns changed. Is there any way to lock just those columns so that data can't be changed?

Protective of my data

Dear Protective,

Yes, there is a way to lock out specific cells, rows, or columns. To protect the cells you just follow these steps:

Select the columns (or specific cells or rows) you want to protect.

Click the **Review** tab (on the ribbon at the top of the sheet)

Click on Protect Sheet. Fill in the Password to unprotect sheet. Make this password something you will remember.

Select what you want the users to do.

Then Click OK and follow the prompts.

No one can make any changes to the protected cells unless they know the password.

