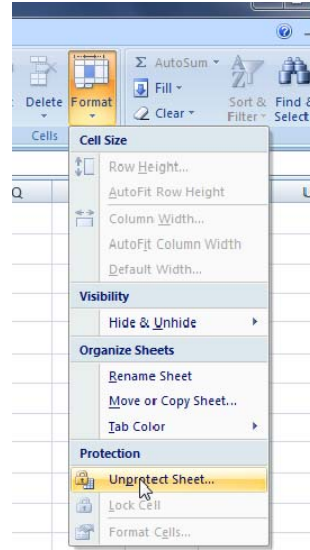
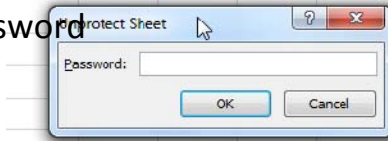


How to Unprotect/Protect an Excel Spreadsheet

1. Open up the Password-protected sheet. On the Home Tab, select *Format* and then *Unprotect Sheet*.

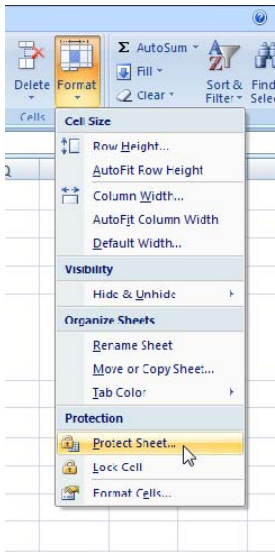


2. Type in the password (ie: Potts)

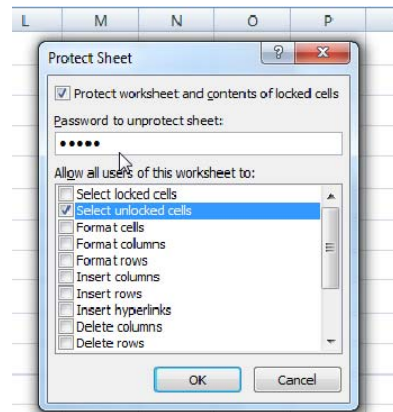


This will allow you to select and edit all cells on the sheet.

3. When you have completed the edit, return to *Format* on the Home Tab, and this time select *Protect Sheet...*



4. You'll get several options. Continue with select *unlocked cells*, and type in your Password.



5. You'll get a warning *and* a confirmation. Re-enter your password, then save the document.

