

Registered Charity Number 1164952

Password protect an Excel workbook

(e.g. create your own password manager)

It is quite easy to create an Excel workbook in which to store all your online passwords and user names.

	А	В	С	D
1	Website	Username	Password	
2	bbc.co.uk	Uncle_Tom	Co88ley	
3	itv.co.uk	Uncle_Tom	c0bbl3y!	
4				
5				
6				
7				
8				
9				
10				
11				

You will probably find that 3 columns is enough, as shown on the left, but if you need more then Excel has room for a lot!

Once you have your basic layout and a couple of entries, click on "File" on the ribbon to open the screen shown on the next slide.



Now click on -"Save As" & then "Browse" to open the destination screen shown on the next slide.

Save As					×
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Backup Explorer		11/12/2021 14:14	File folder		
Book		22/06/2022 19:41	File folder		
Business		28/07/2022 08:24	File folder		
Calibre		29/03/2022 19:48	File folder		
car stuff		03/07/2022 08:34	File folder		
CoffeeCup Softwa	re	30/12/2021 16:27	File folder		
		21/02/2022 20:01	File felder		
File name: Book1.xIsx Save as type: Excel Workbook (*.xlsx)					
Authors: Jim	Tags: Add a tag		Title: Add a title		
▲ Hide Folders			Tools	Save	Cancel
		Now	/ click on "Ge	neral Op	otions".—

- igate to the folder in ch you want to save file.
- ose a meaningful e for the file in the name" field.
- not click "Save" yet: ead click on "Tools" to n the dropdown wn below.

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Pictures	Book	22/06/2022 19:41	File folder		
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Videos	Calibre	29/03/2022 19:48	File folder		
↓ Downloads	ar stuff	03/07/2022 08:34	File folder		
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Authors: Ji	m Tags:	Add a tag T	itle: Add a title		
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The "General Options" screen will open as shown.

Insert your chosen master password in the "Password to open" field, ensuring that it is something both easy for you to remember but difficult for another person to guess.

Now click "OK".

× Save As						
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C	Save Thumbnail					
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 Hide Folders 				Reenter password to proceed.		el
			 Last Wee 	Caution: If you lose or forget t recovered. It is advisable to ke	the password, it cannot eep a list of passwords a	be and their
			My Y	corresponding workbook and (Remember that passwords ar	sheet names in a safe p e case-sensitive.)	place.
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The "General Options" window changes to a "Confirm Password" window with a warning about losing or forgetting the password. Re-enter the password (and Excel will tell you if you get it wrong) then click "OK".

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Assuming everything has worked properly you can now add the rest of your online password details.

You can now click "Save" and close the workbook.

We recommend that you then re-open the workbook to check that instead of the workbook opening the window below is displayed.

Password		?	\times
'L	' is protected.		
Password:			
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