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Password protect an Excel workbook

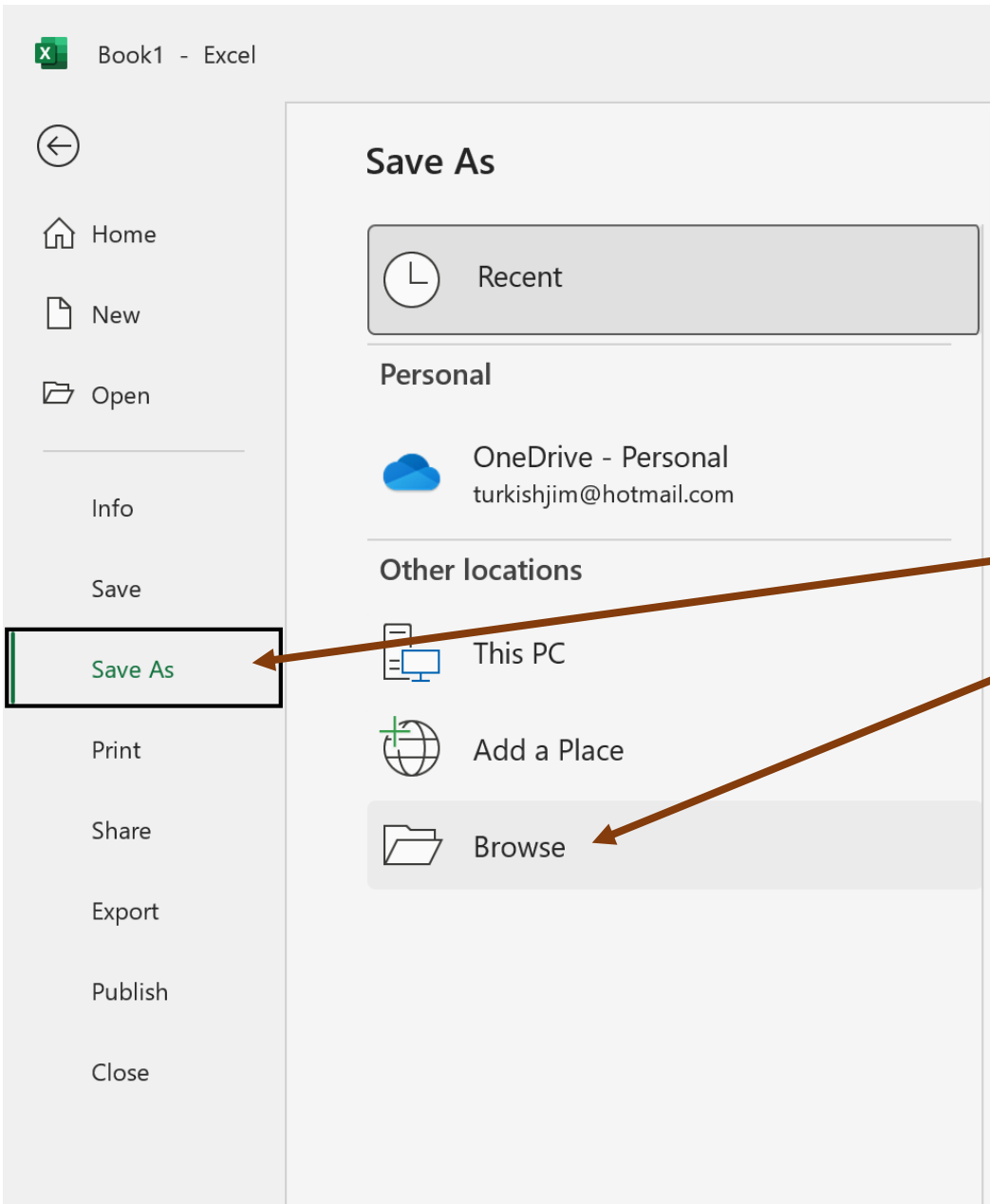
(e.g. create your own password manager)

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

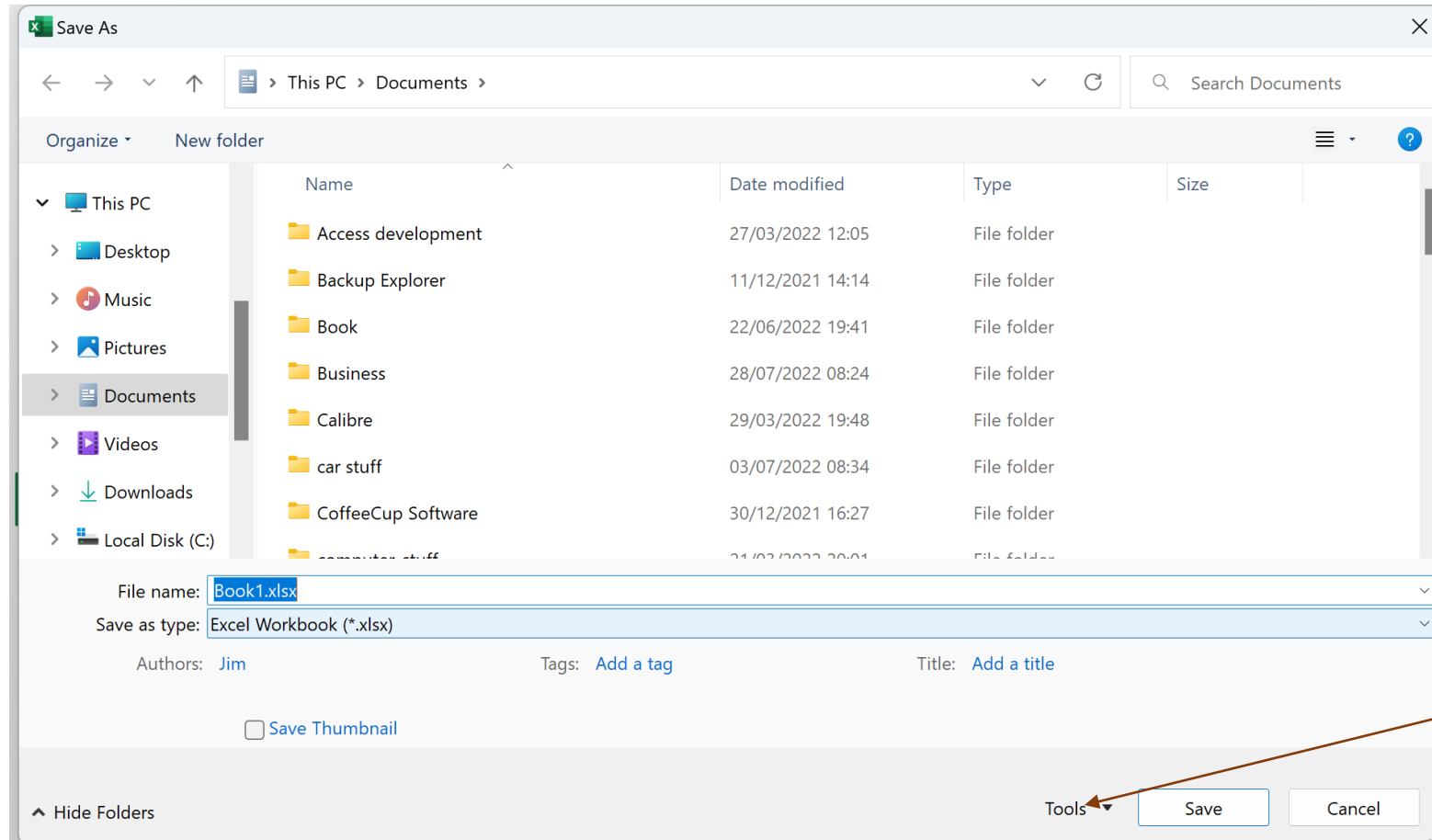
	A	B	C	D
1	Website	Username	Password	
2	bbc.co.uk	Uncle_Tom	Co88ley	
3	itv.co.uk	Uncle_Tom	c0bb13y!	
4				
5				
6				
7				
8				
9				
10				
11				

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.

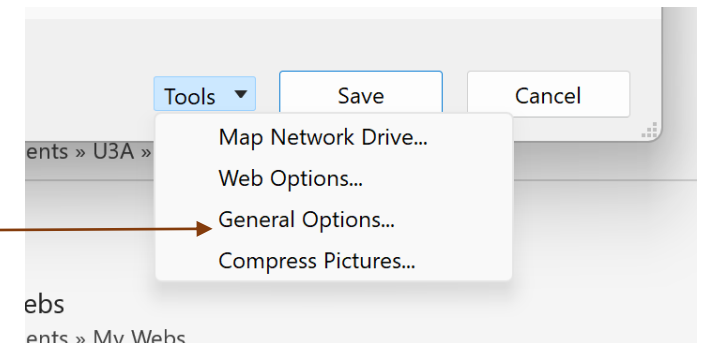


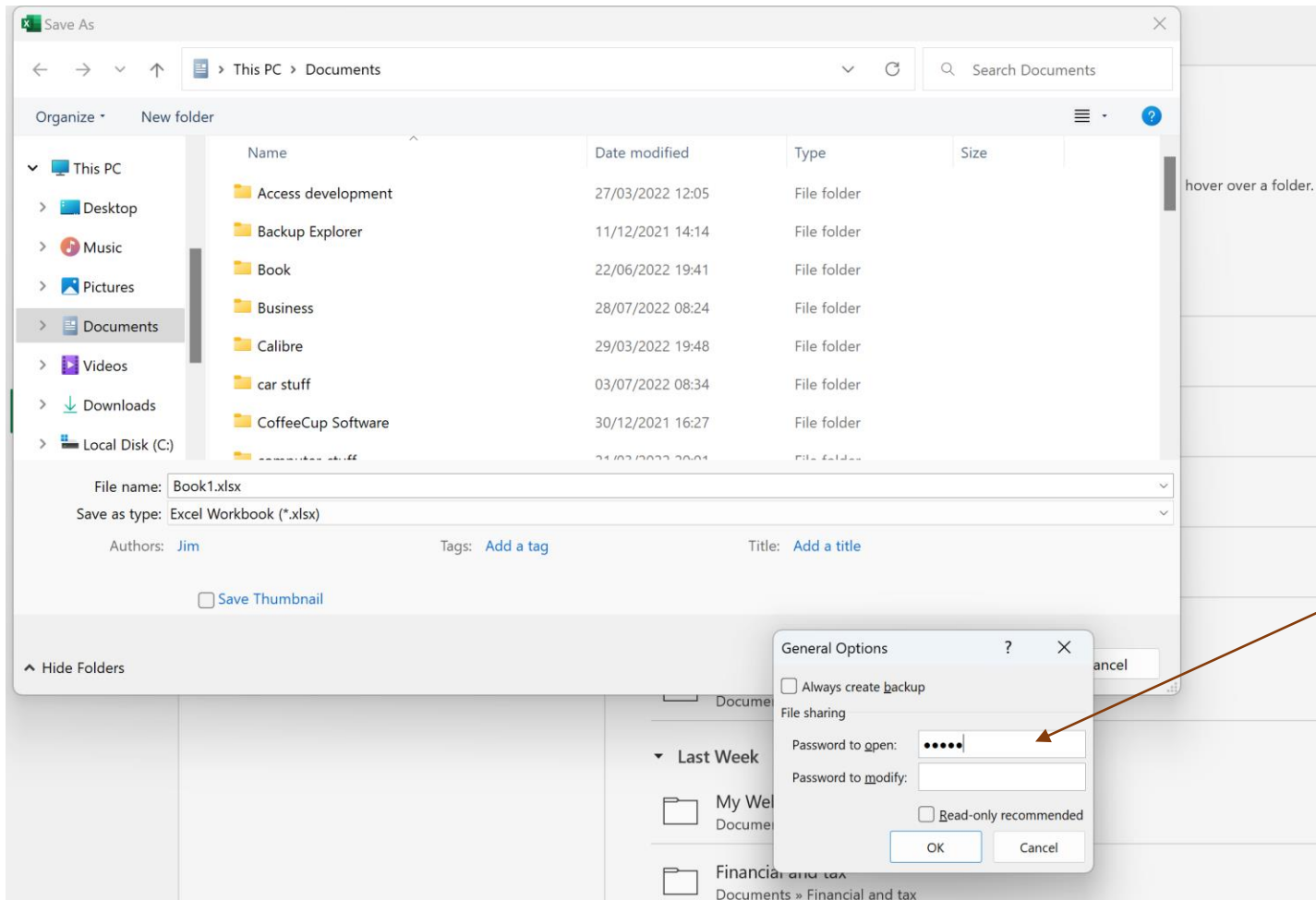
Now click on
“Save As” & then
“Browse” to open
the destination
screen shown on
the next slide.



- Navigate to the folder in which you want to save the file.
- Choose a meaningful name for the file in the “File name” field.
- Do not click “Save” yet: instead click on “Tools” to open the dropdown shown below.

Now click on “General Options”.

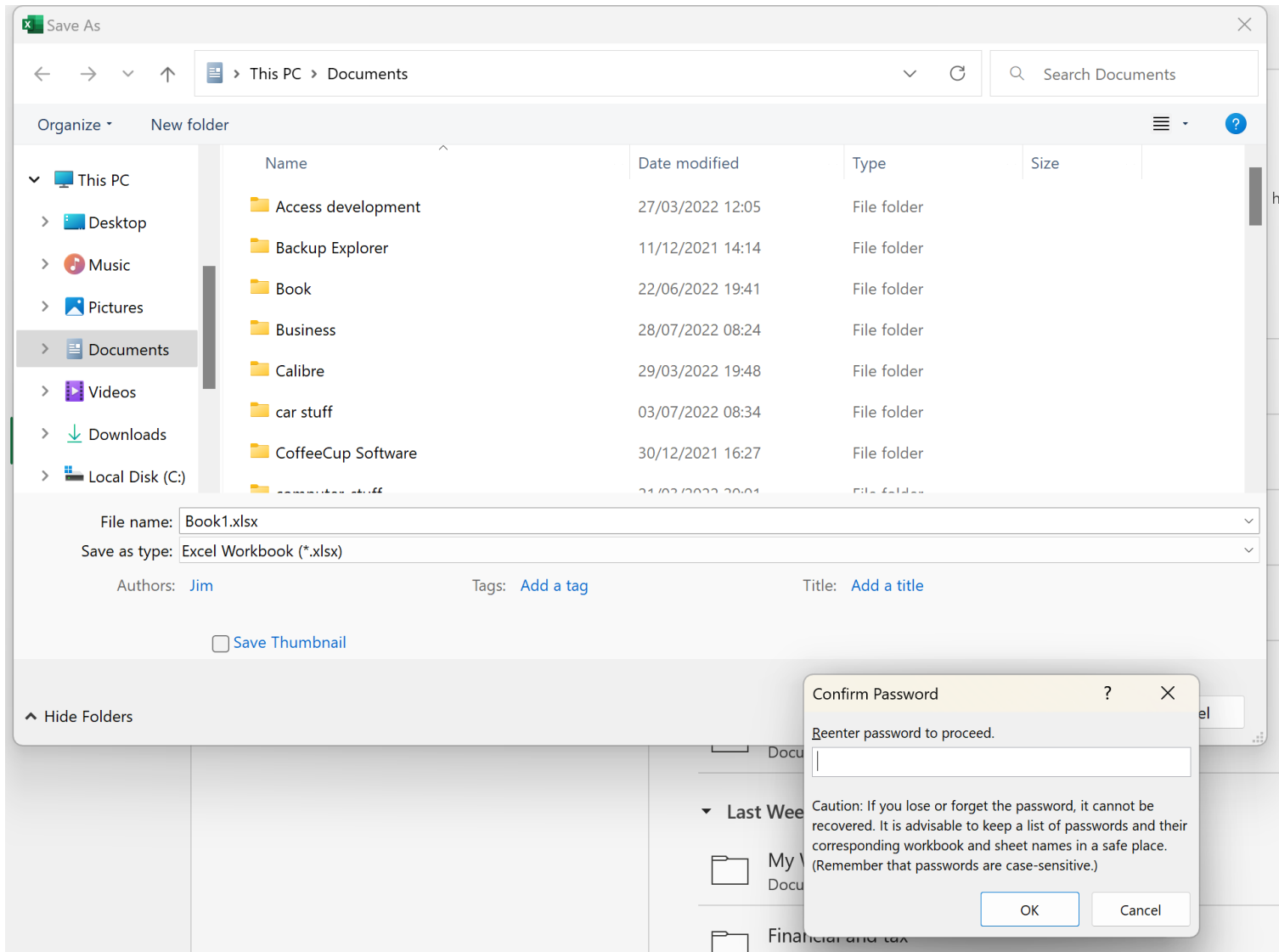




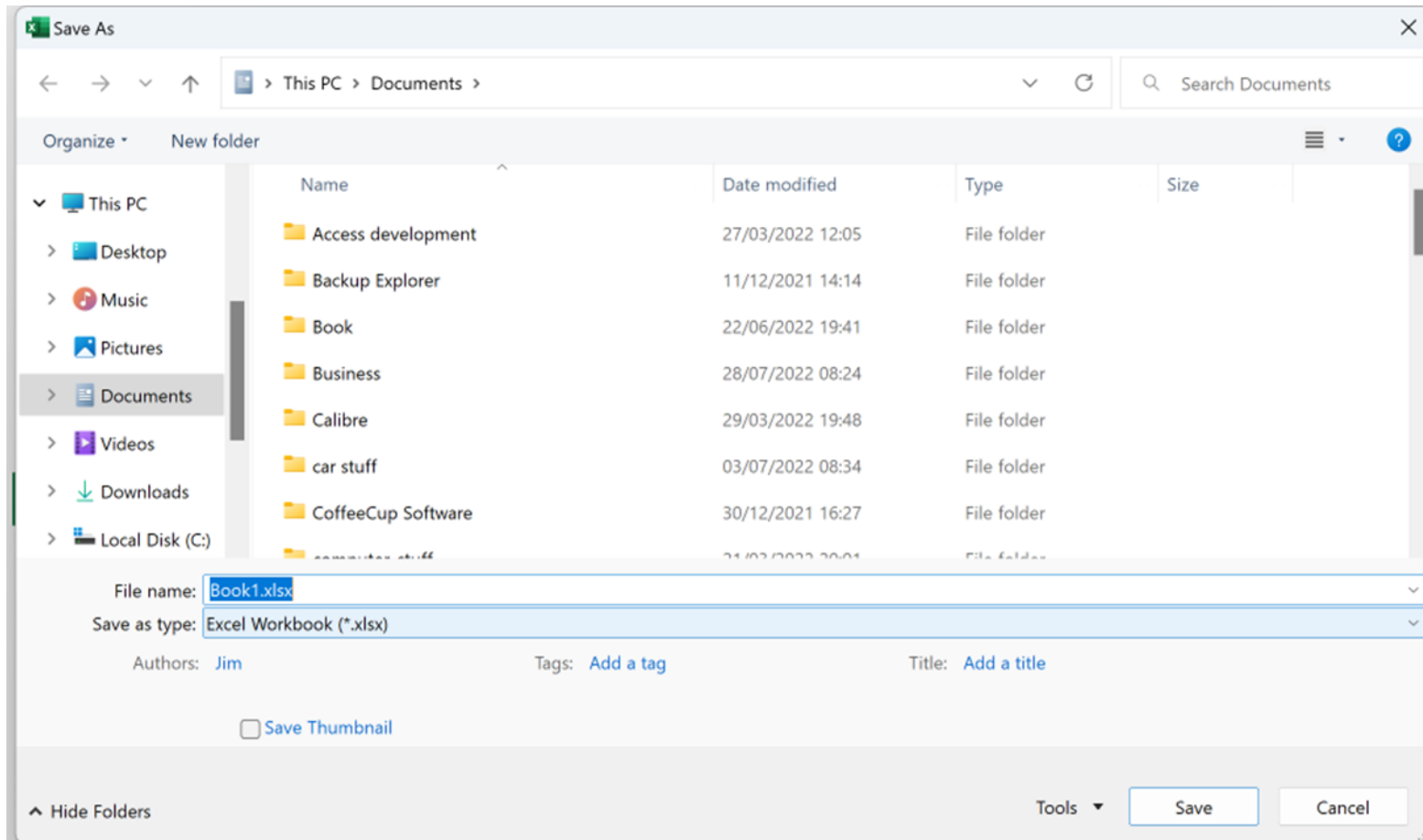
The “General Options” screen will open as shown.

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”.



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”.



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.

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

