OFFICE 2010

BUILT-IN PASSWORD ENCRYPTION

If you need to protect a sensitive document, Microsoft Office 2007 makes it easy. By following the simple step by step process below you can easily Password Microsoft Word 2007, Excel 2007 and PowerPoint 2007 documents.

 Using passwords you can prevent other people from opening or modifying your Microsoft Office documents (.doc), presentations (.ppt), workbooks (.xls).
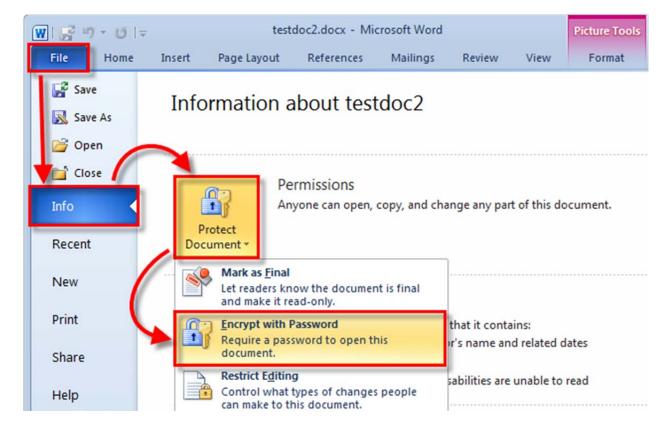
Example: Protecting a Word Document

Step 1

Click the **File** tab, then *Click* **Info**.

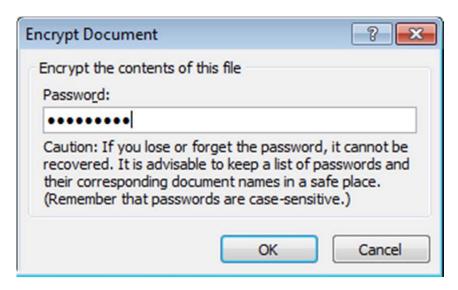On the menu to the right *Click* **Protect Document** and

Click **Encrypt with Password**.

Step 2

The Encrypt Document dialog will appear,

Type in a **password** and then *Click* **OK** to finish.

Please note – It's important to use a **STRONG** Password or Pass Phrase in step #2.

Using a long **PASS PHRASE** however with 10 or more characters will significantly increase the encryption strength of the document and decrease the likelihood someone will be able to break the encryption and gain access to your document.

Step 3

The Confirm Password dialog will appear,

Type in the **password** and then *Click* **OK** to finish.

Step 4

Return to the **File** tab and *Click* **Save** document.

Your document should be **protected**!