Review Tab

Protection

Locking Cells

1. Select Format button in cells group under Home Tab. There will be a drop-down menu

2. In the protection selection, select Lock cell

3. Protect the   worksheet as show before

Protect Sheet

1. Click on Review tab in the change group

2. The protect sheet dialog box will appear. In the protect sheet dialog box select the suitable option

3. Protect worksheet and contents of locked cells

4. Password to unprotect sheet

5. Allow all users of this worksheet

6. Click OK

Protecting Workbook

1. Click protect workbook in changes group under Review tab. The Protect workbook dialog box appear

2. Select the Appropriate options

3. Structure

4. Windows

5. Password

6. Click OK