# Microsoft Excel 2013: Protect Cell Data

After you finalize an Excel 2013 worksheet by reviewing formulas and proofing text, you should consider protecting cells in the worksheet to guard against any unplanned changes. Each worksheet/workbook can be locked or unlocked. By default, Excel locks all the cells in a protected worksheet and then you can specify which cells you want to unlock for editing (if any).

Protecting cells in a worksheet:

1. **Right mouse on the worksheet tab, to find Protect Sheet.**

   Excel opens the **Protect Sheet** dialog box, where you select the options you want to be available when the worksheet protection is enabled.
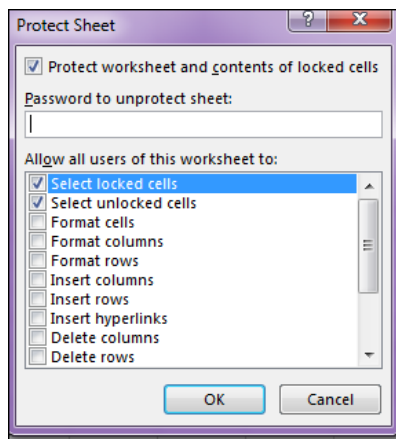

2. **(Optional) Select any of the check boxes in the Allow All Users of This Worksheet To list box (such as Format Cells or Insert Columns) that you still want to be functional when the worksheet protection is operational.**

   The **Select Locked Cells** and **Select Unlocked Cells** check boxes are selected by default, but you can deselect either or both of these options if you prefer.

3. **If you want to assign a password that must be supplied before you can remove the protection from the worksheet, type the password in the Password to Unprotect Sheet text box.** *Note: This password if forgotten can NOT be retrieved by the helpdesk.* **Click OK.**

   Notice that if you try to edit a cell, Excel displays a message.
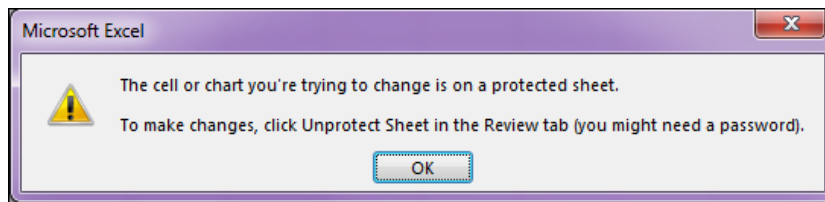
To remove worksheet protection, click the **Unprotect Sheet** button in the **Changes** group on the **Review** tab. You'll be prompted to type the password if you previously set one.