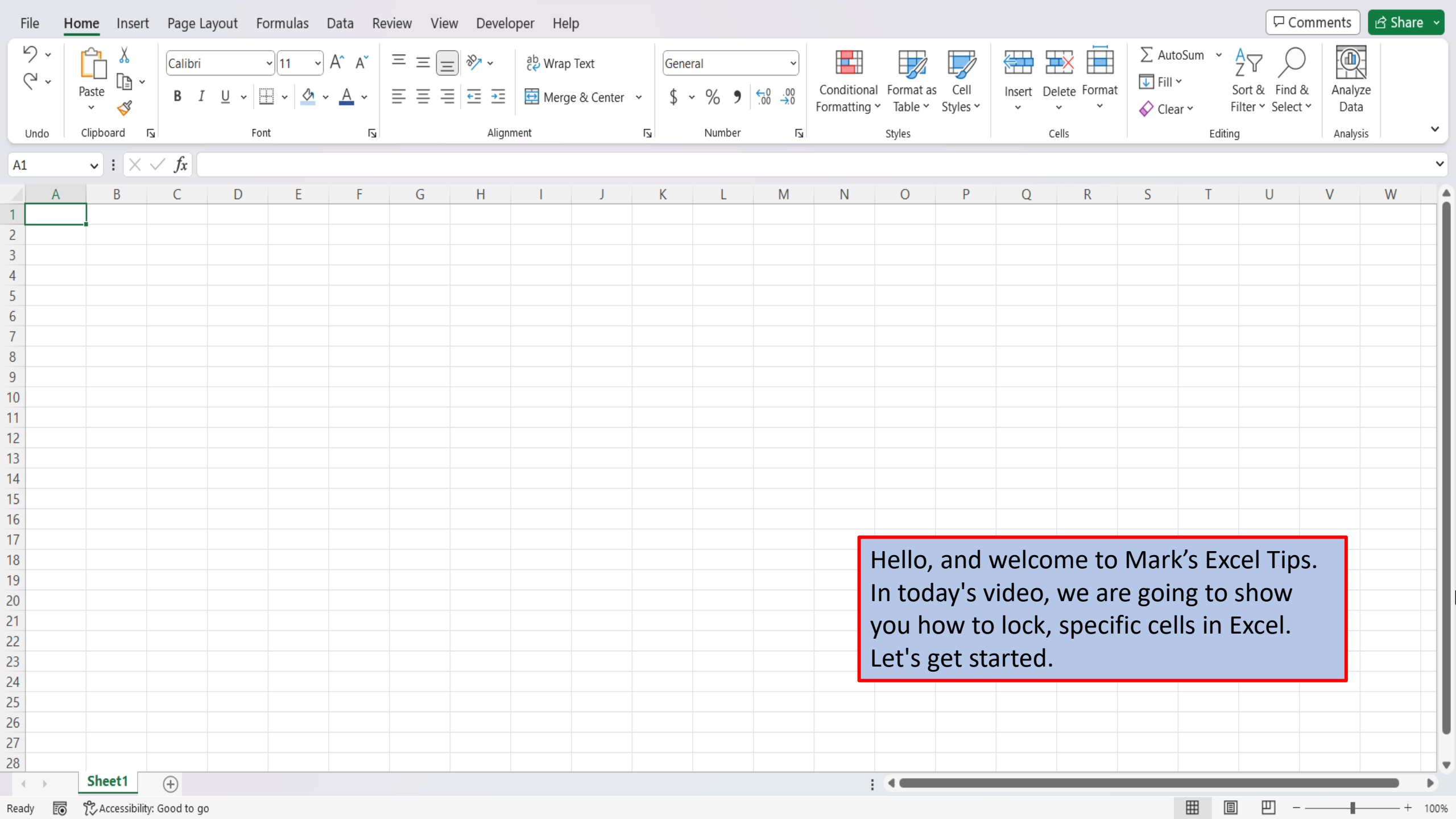
File
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11
Font
Wrap Text
Merge & Center
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General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
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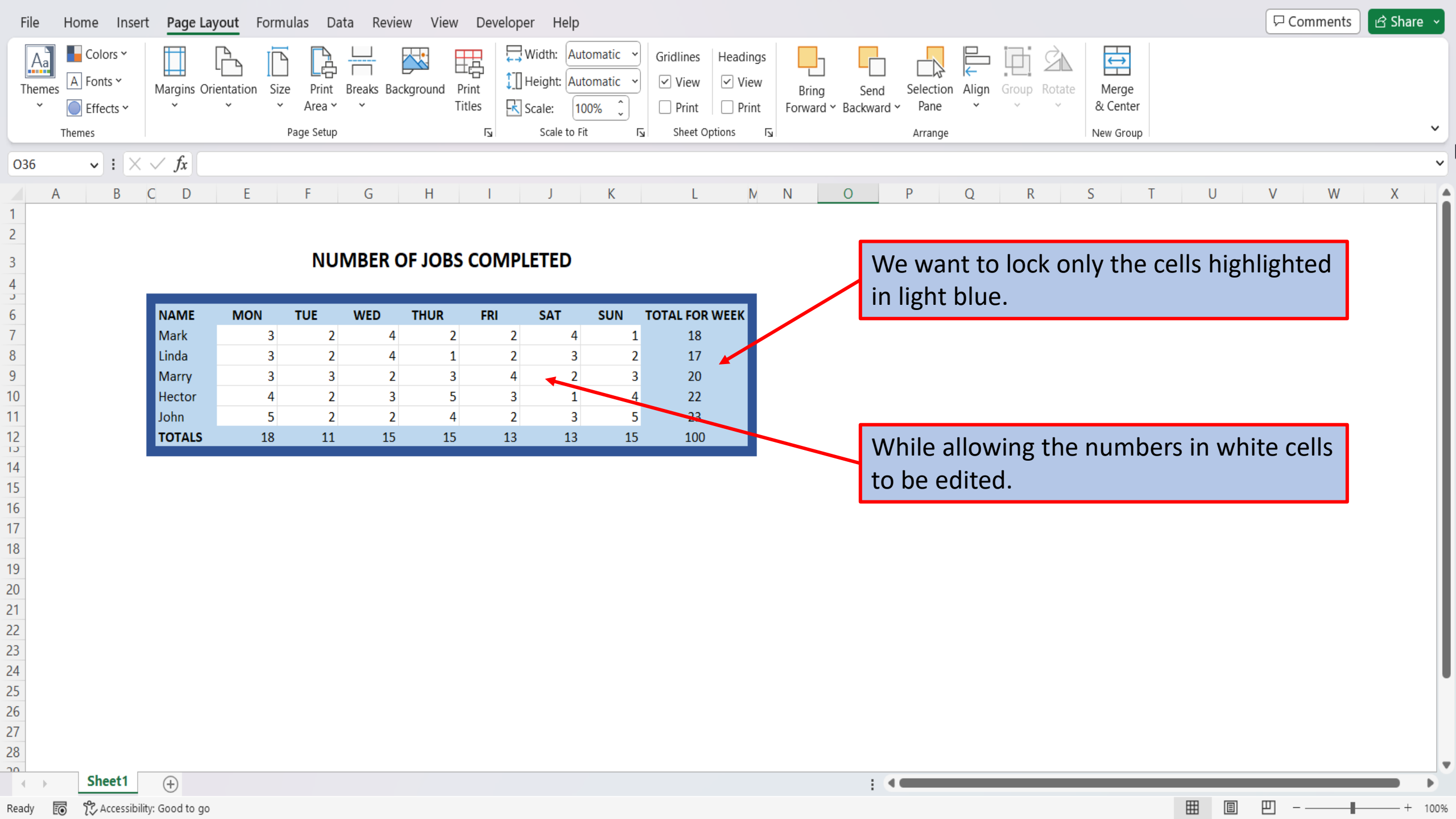
Fill
Clear
Sort & Filter
Find & Select
Editing
Analyze Data
Analysis
A1
Hello, and welcome to Mark's Excel Tips.
In today's video, we are going to show you how to lock, specific cells in Excel.
Let's get started.
Sheet1
Ready
Accessibility: Good to go
100%

# NUMBER OF JOBS COMPLETED

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN | TOTAL FOR WEEK |
|---|---|---|---|---|---|---|---|---|
| Mark | 3 | 2 | 4 | 2 | 2 | 4 | 1 | 18 |
| Linda | 3 | 2 | 4 | 1 | 2 | 3 | 2 | 17 |
| Marry | 3 | 3 | 2 | 3 | 4 | 2 | 3 | 20 |
| Hector | 4 | 2 | 3 | 5 | 3 | 1 | 4 | 22 |
| John | 5 | 2 | 2 | 4 | 2 | 3 | 5 | 23 |
| **TOTALS** | 18 | 11 | 15 | 15 | 13 | 13 | 15 | 100 |

Here we have a chart, that tracks the number of jobs completed, by each employee for the week.


File
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Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Gridlines View Print
Headings View Print
Bring Forward
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Rotate
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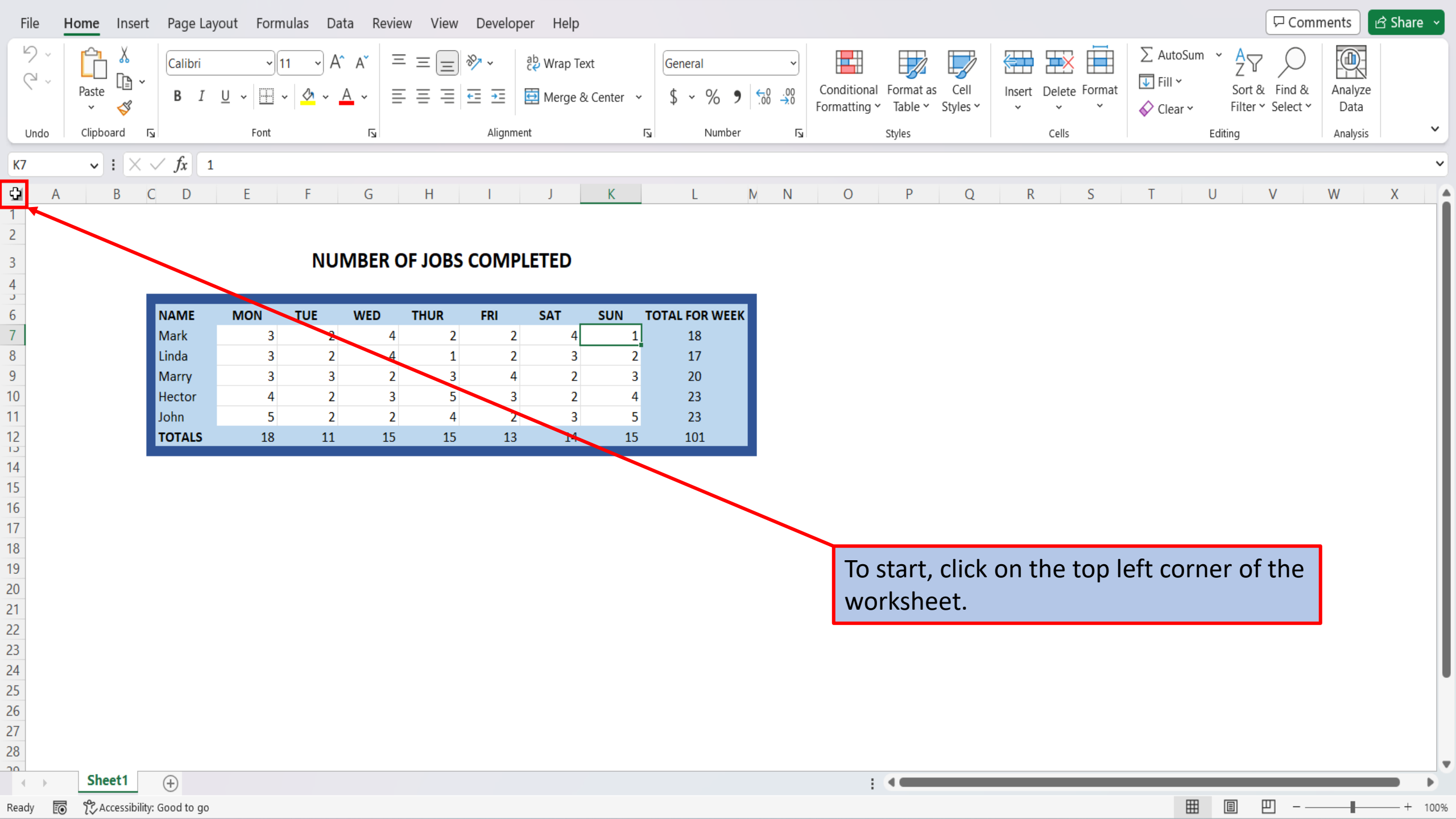
Page Setup
Scale to Fit
Sheet Options
Arrange
New Group
O36
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 1 4 22
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 13 15 100
We want to lock only the cells highlighted in light blue.
While allowing the numbers in white cells to be edited.
Sheet1
Ready
Accessibility: Good to go
100%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Conditional Formatting
Format as Table
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Sort & Filter
Find & Select
Analyze Data
Undo
Clipboard
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Styles
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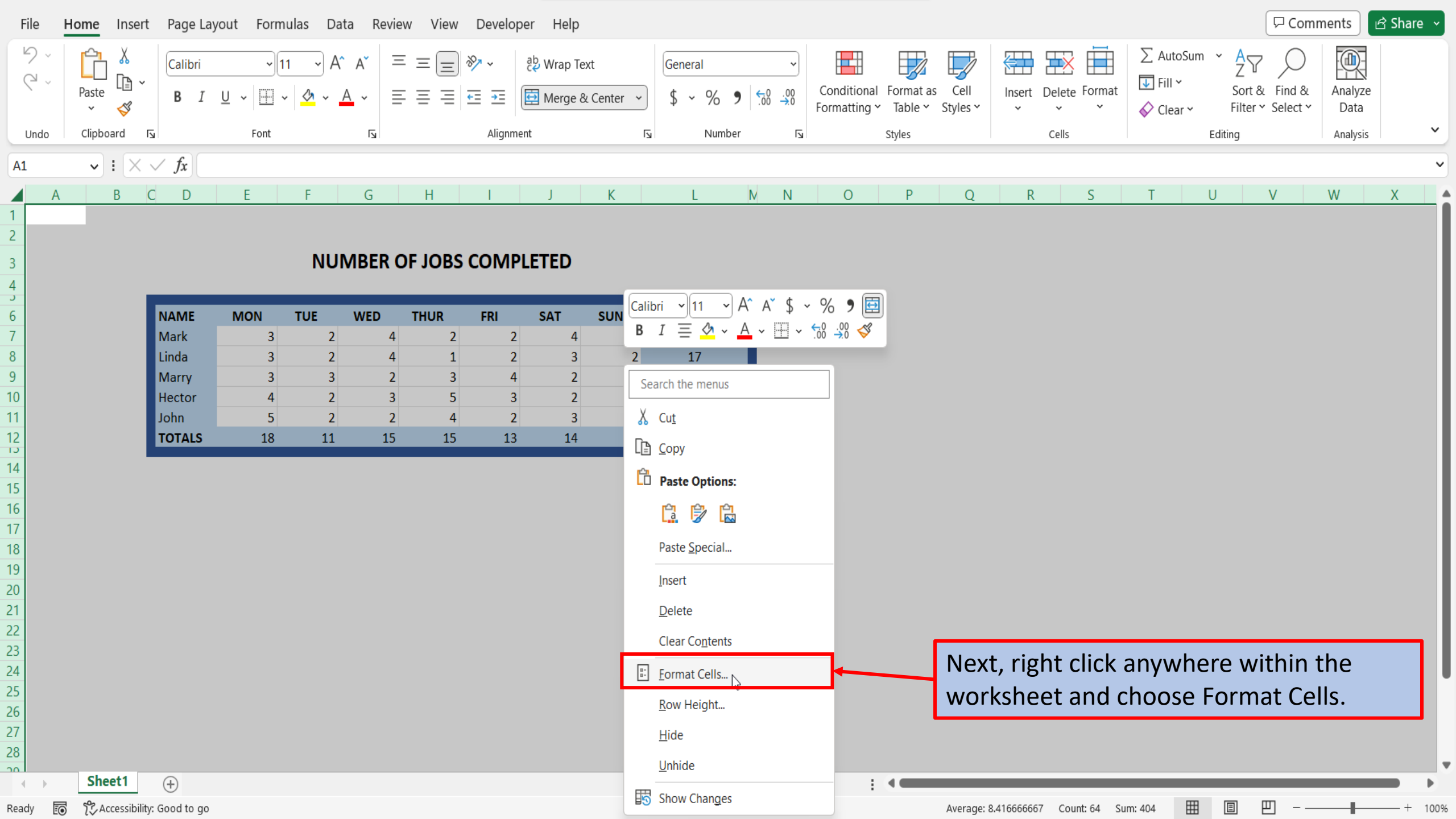
Editing
Analysis
K7
1
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 14 15 101
To start, click on the top left corner of the worksheet.
Sheet1
Ready
Accessibility: Good to go
100%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Format
AutoSum
Fill
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Find & Select
Analyze Data
Undo
Clipboard
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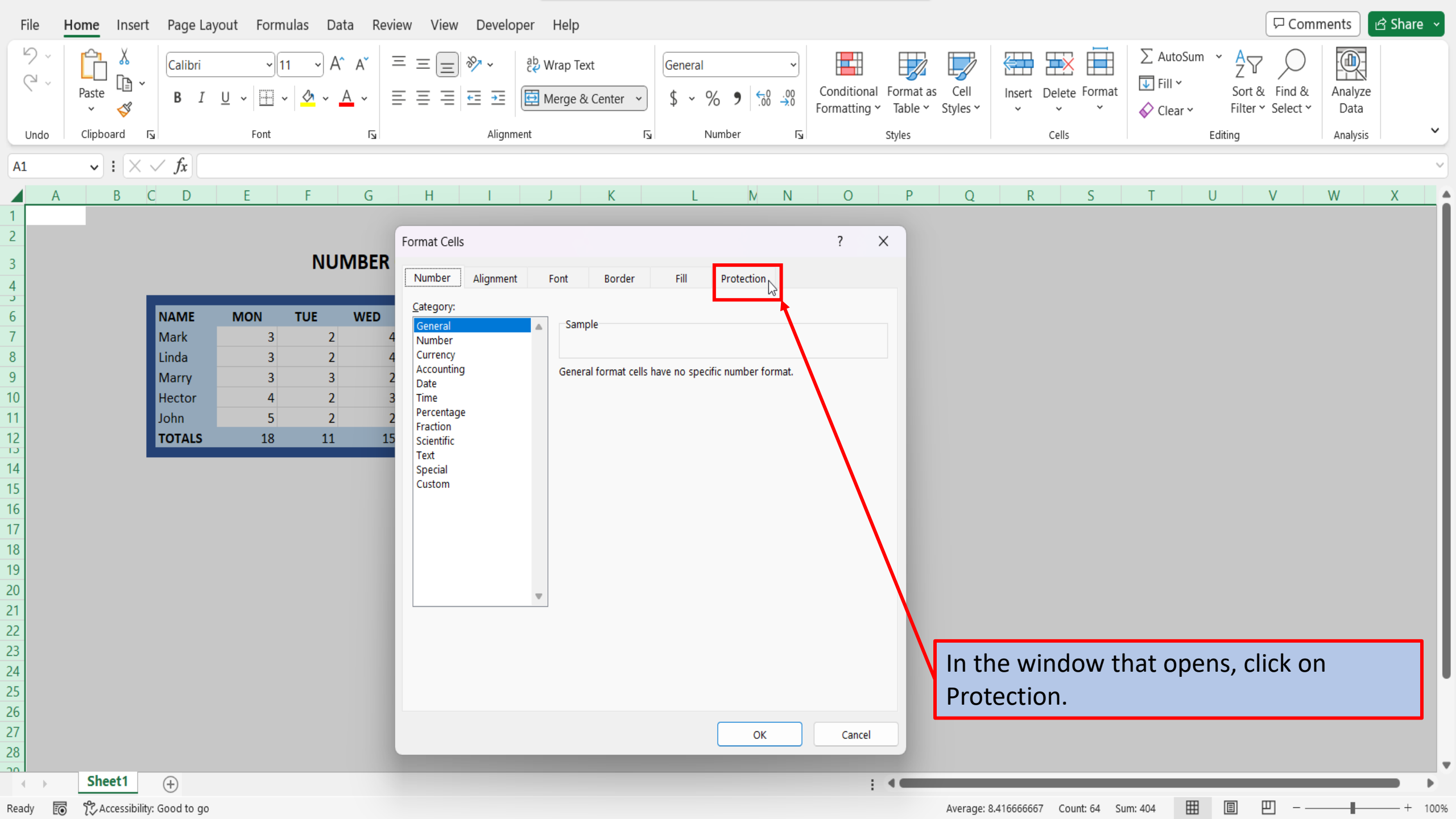
Styles
Cells
Editing
Analysis
A1
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN
Mark 3 2 4 2 2 4
Linda 3 2 4 1 2 3
Marry 3 3 2 3 4 2
Hector 4 2 3 5 3 2
John 5 2 2 4 2 3
TOTALS 18 11 15 15 13 14
2 17
Search the menus
Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide
Show Changes
Next, right click anywhere within the worksheet and choose Format Cells.
Sheet1
Ready
Accessibility: Good to go
Average: 8.416666667
Count: 64
Sum: 404
100%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A1
NUMBER
NAME MON TUE WED
Mark 3 2 4
Linda 3 2 4
Marry 3 3 2
Hector 4 2 3
John 5 2 2
TOTALS 18 11 15
Format Cells
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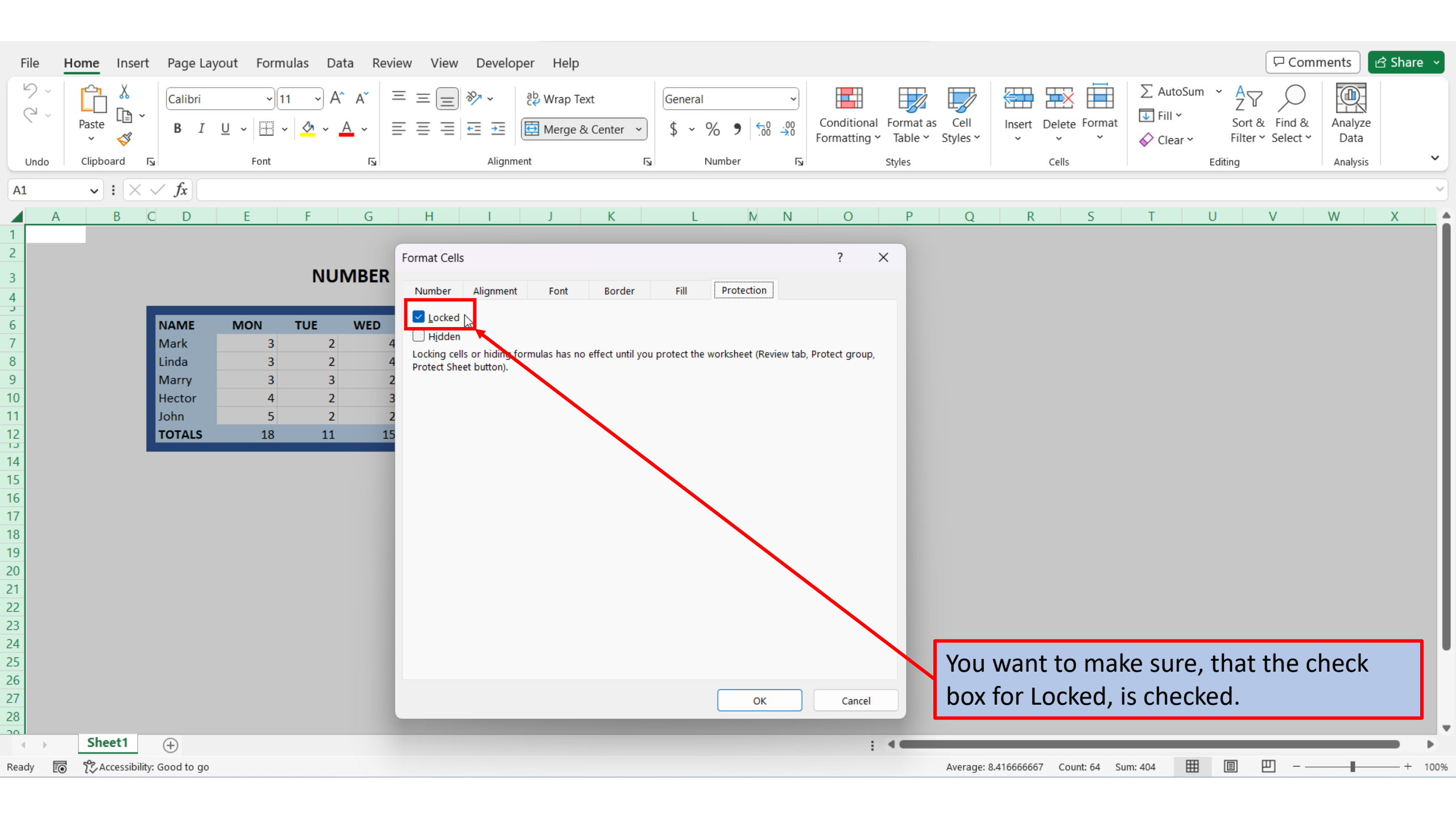
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
General format cells have no specific number format.
OK
Cancel
In the window that opens, click on Protection.
Sheet1
Ready
Accessibility: Good to go
Average: 8.416666667
Count: 64
Sum: 404
100%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Sort & Filter
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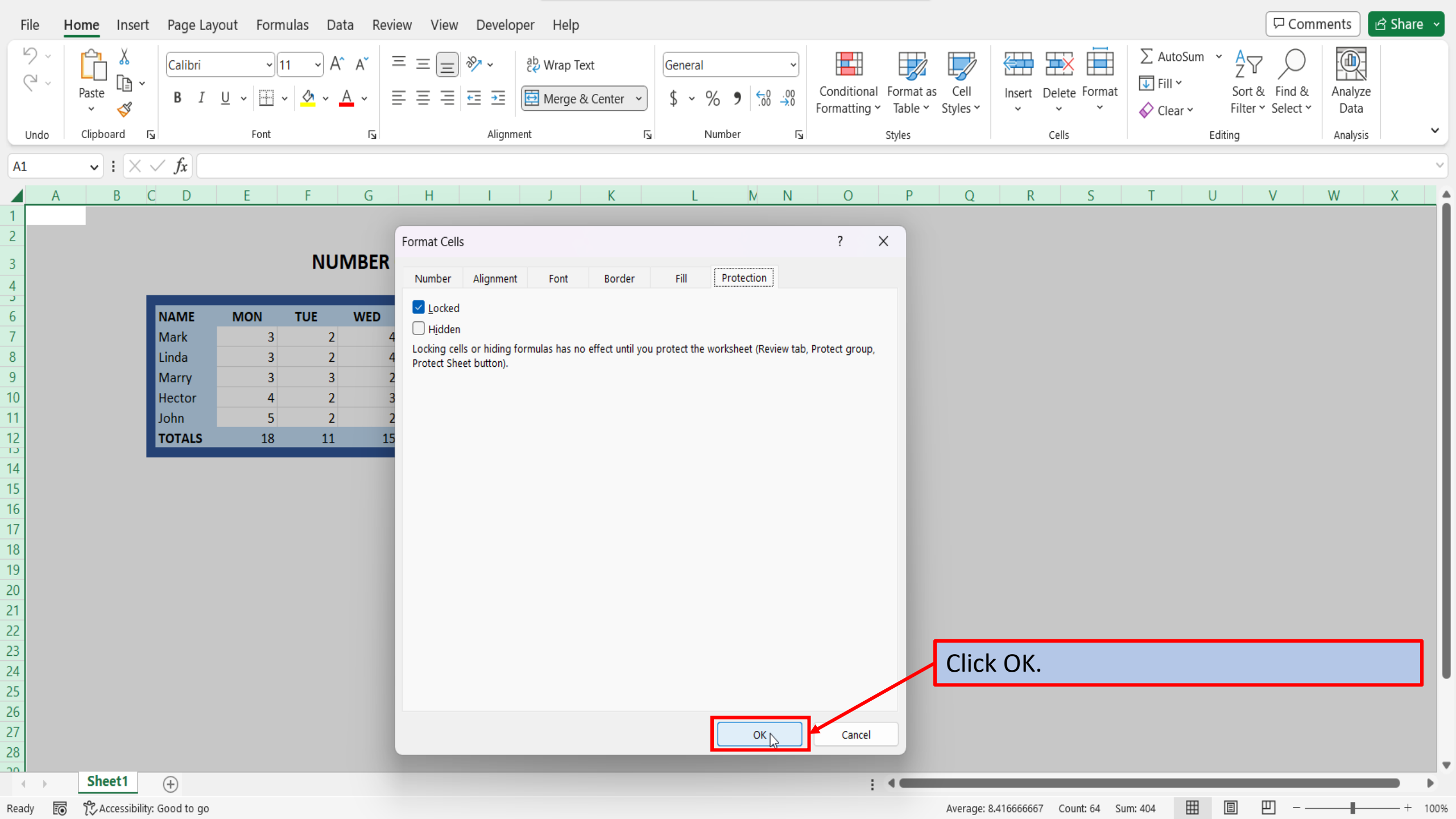
Editing
Analysis
A1
NUMBER
NAME MON TUE WED
Mark 3 2 4
Linda 3 2 4
Marry 3 3 2
Hector 4 2 3
John 5 2 2
TOTALS 18 11 15
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Locked
Hidden
Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Protect group, Protect Sheet button).
OK
Cancel
You want to make sure, that the check box for Locked, is checked.
Sheet1
Ready
Accessibility: Good to go
Average: 8.416666667
Count: 64
Sum: 404
100%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Analyze Data
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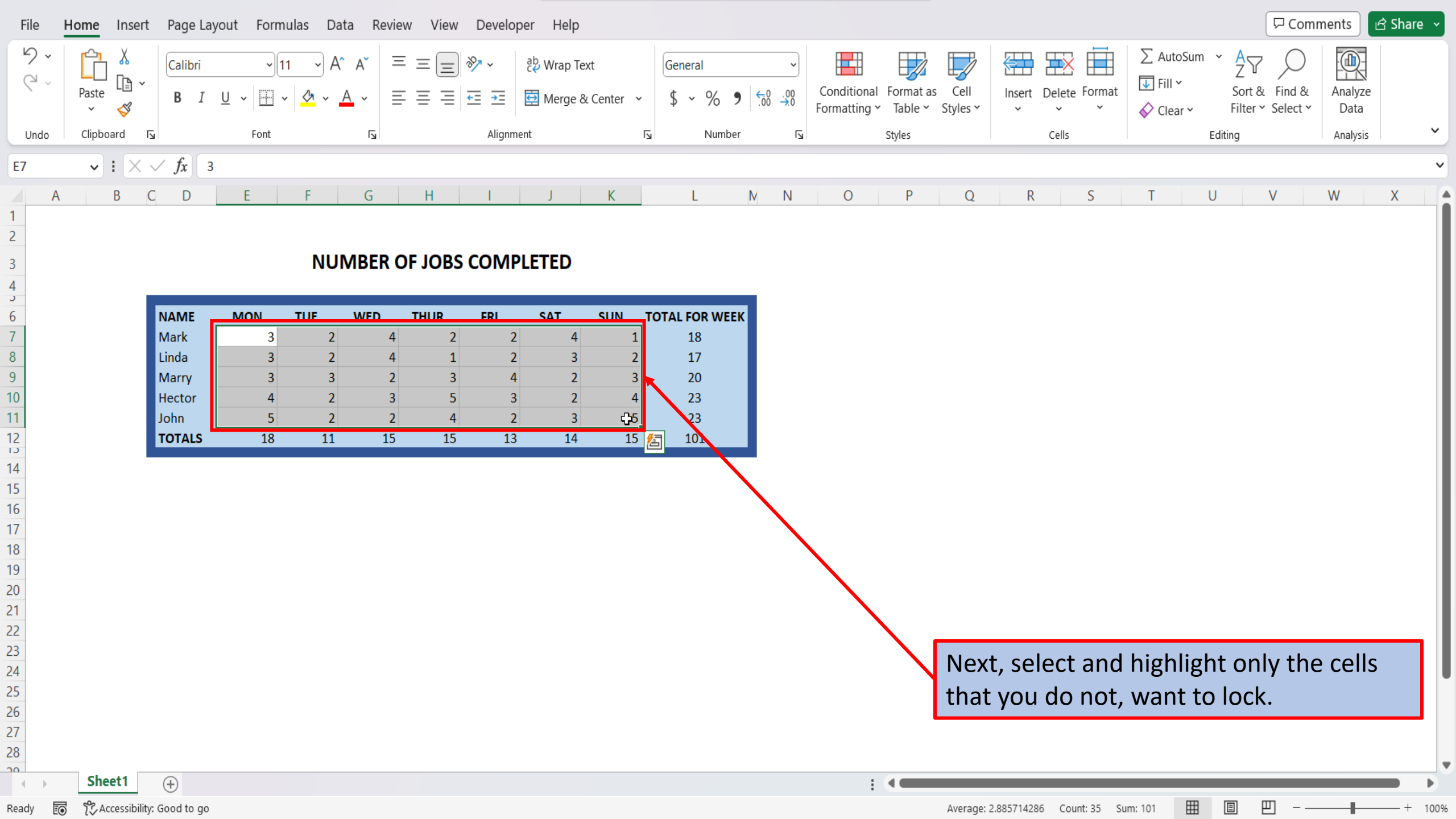
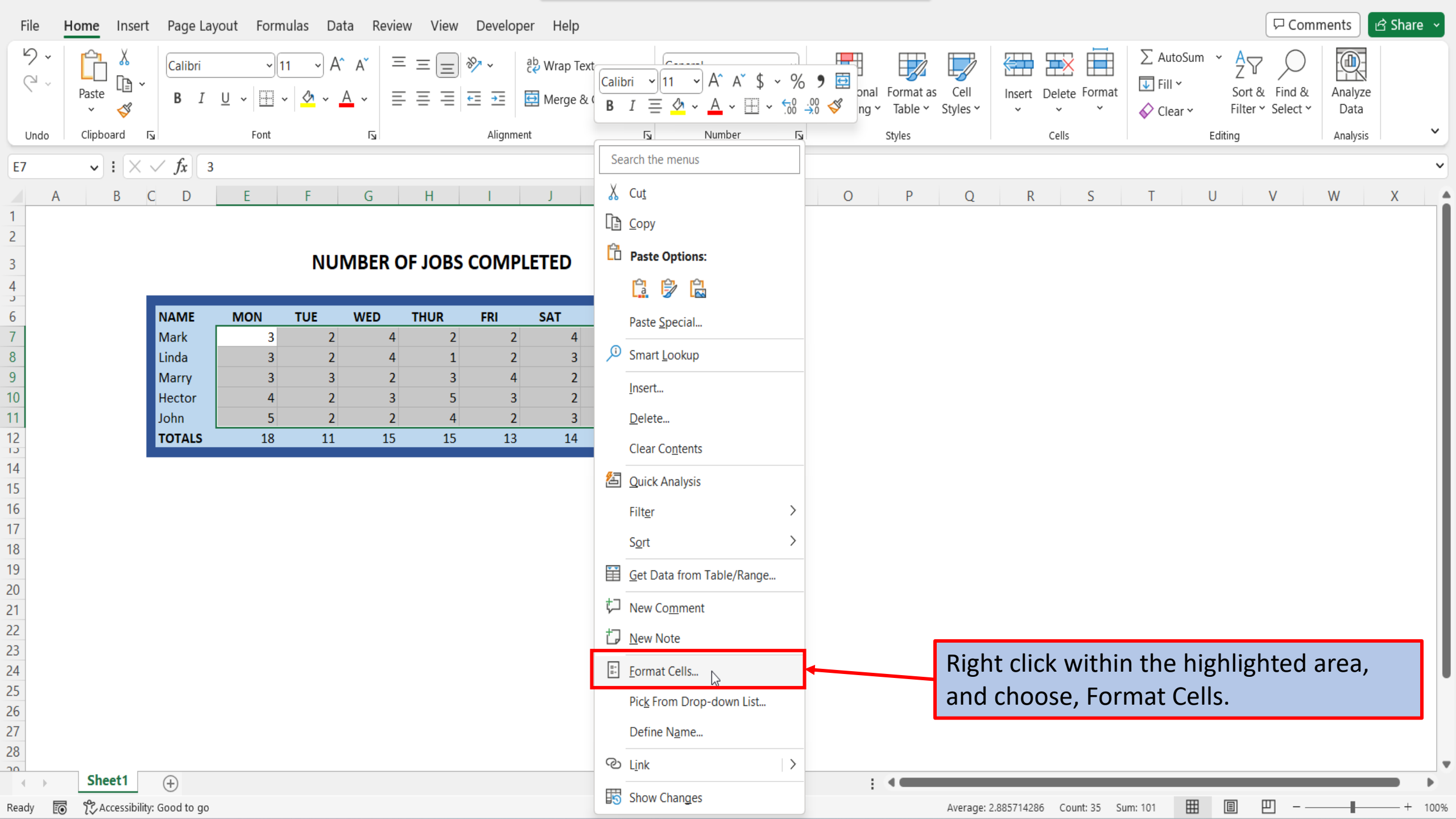
A1
NUMBER
NAME MON TUE WED
Mark 3 2 4
Linda 3 2 4
Marry 3 3 2
Hector 4 2 3
John 5 2 2
TOTALS 18 11 15
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Locked
Hidden
Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Protect group, Protect Sheet button).
OK
Cancel
Click OK.
Sheet1
Ready
Accessibility: Good to go
Average: 8.416666667
Count: 64
Sum: 404
100%


File Home Insert Page Layout Formulas Data Review View Developer Help
Comments Share
Paste Undo Clipboard Font Alignment Number Styles Cells Editing Analysis
Calibri 11 Wrap Text Merge & Center General
Conditional Formatting Format as Table Cell Styles
Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Analyze Data
E7 3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 14 15 101
Next, select and highlight only the cells that you do not, want to lock.
Sheet1
Ready Accessibility: Good to go
Average: 2.885714286 Count: 35 Sum: 101
100%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Styles
Cells
Editing
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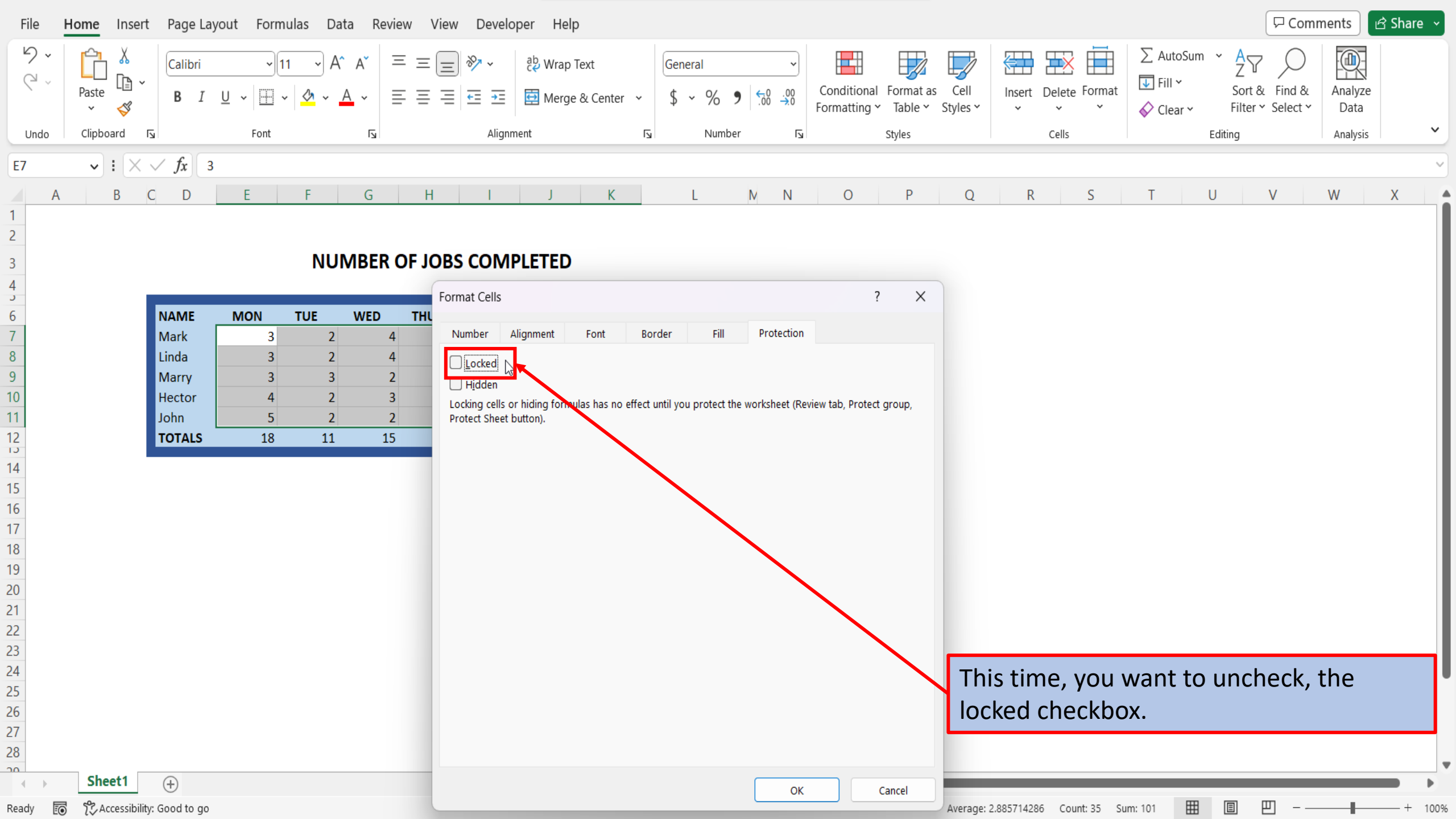
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT
Mark 3 2 4 2 2 4
Linda 3 2 4 1 2 3
Marry 3 3 2 3 4 2
Hector 4 2 3 5 3 2
John 5 2 2 4 2 3
TOTALS 18 11 15 15 13 14
Search the menus
Cut
Copy
Paste Options:
Paste Special...
Smart Lookup
Insert...
Delete...
Clear Contents
Quick Analysis
Filter
Sort
Get Data from Table/Range...
New Comment
New Note
Format Cells...
Pick From Drop-down List...
Define Name...
Link
Show Changes
Right click within the highlighted area, and choose, Format Cells.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286
Count: 35
Sum: 101
100%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Sort & Filter
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Editing
Analysis
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THU
Mark 3 2 4
Linda 3 2 4
Marry 3 3 2
Hector 4 2 3
John 5 2 2
TOTALS 18 11 15
Format Cells
Number
Alignment
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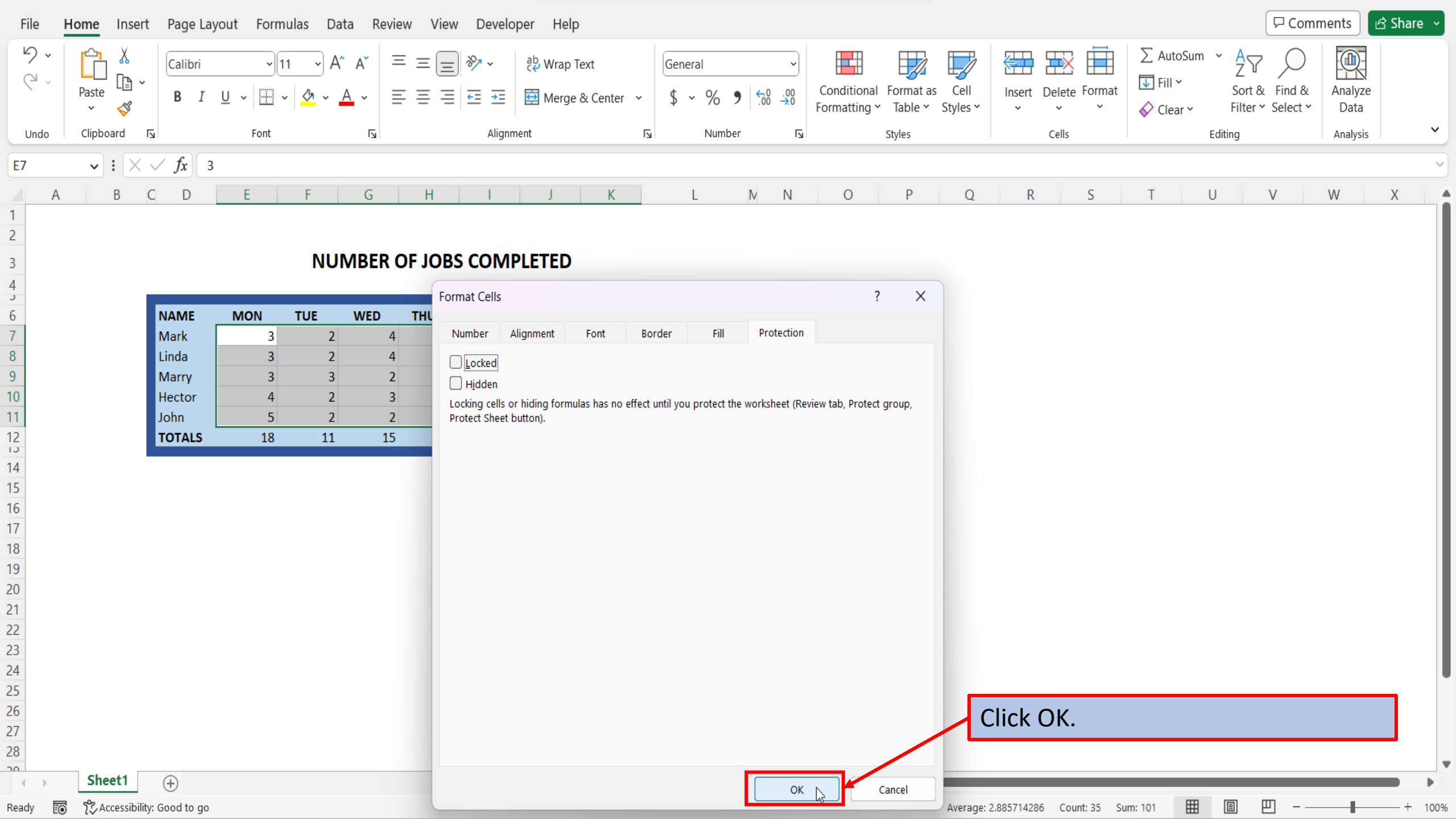
Protection
Locked
Hidden
Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Protect group, Protect Sheet button).
OK
Cancel
This time, you want to uncheck, the locked checkbox.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286
Count: 35
Sum: 101
100%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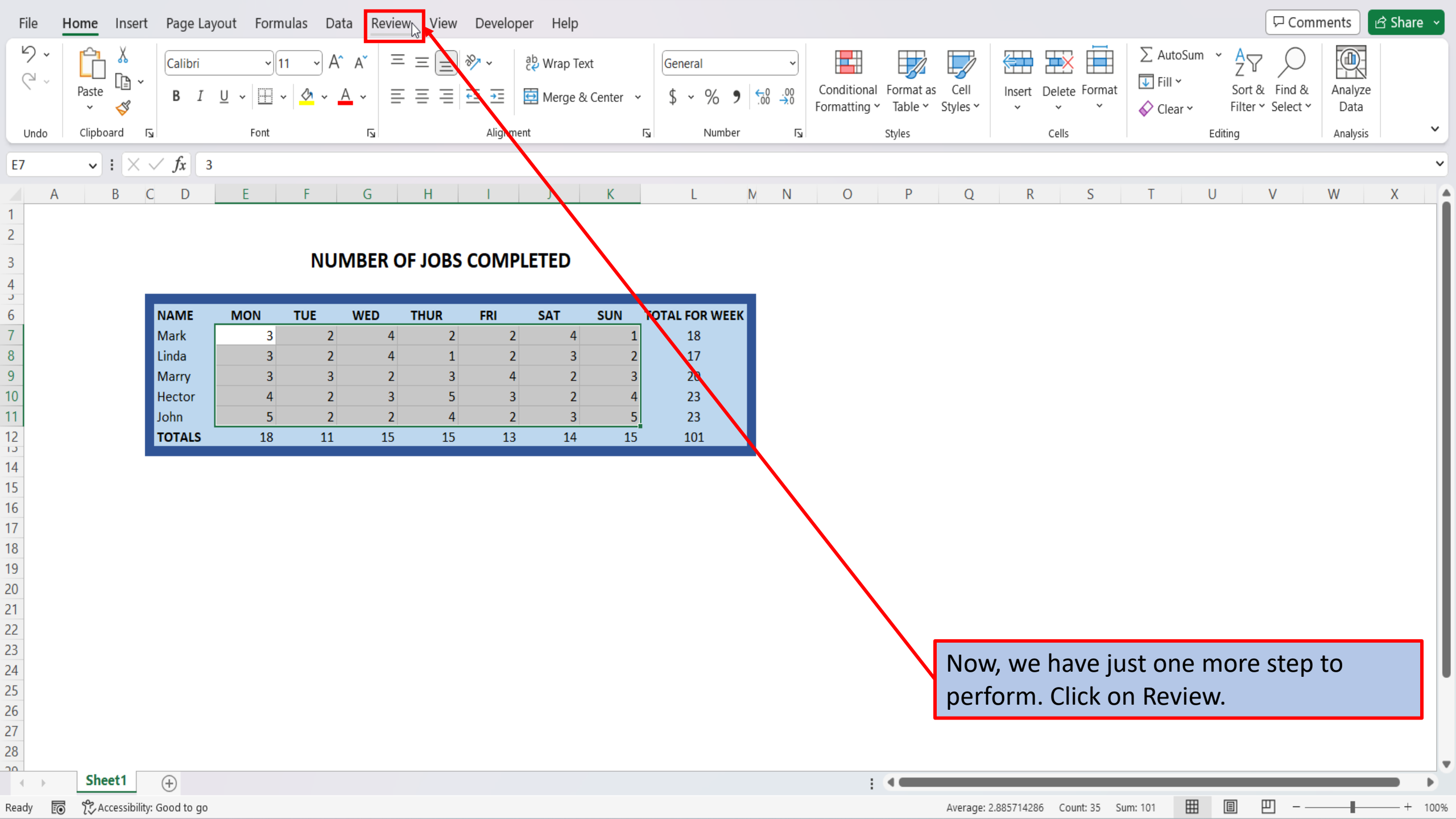
Analysis
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THU
Mark 3 2 4
Linda 3 2 4
Marry 3 3 2
Hector 4 2 3
John 5 2 2
TOTALS 18 11 15
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Locked
Hidden
Locking cells or hiding formulas has no effect until you protect the worksheet (Review tab, Protect group, Protect Sheet button).
OK
Cancel
Click OK.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286
Count: 35
Sum: 101
100%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Sort & Filter
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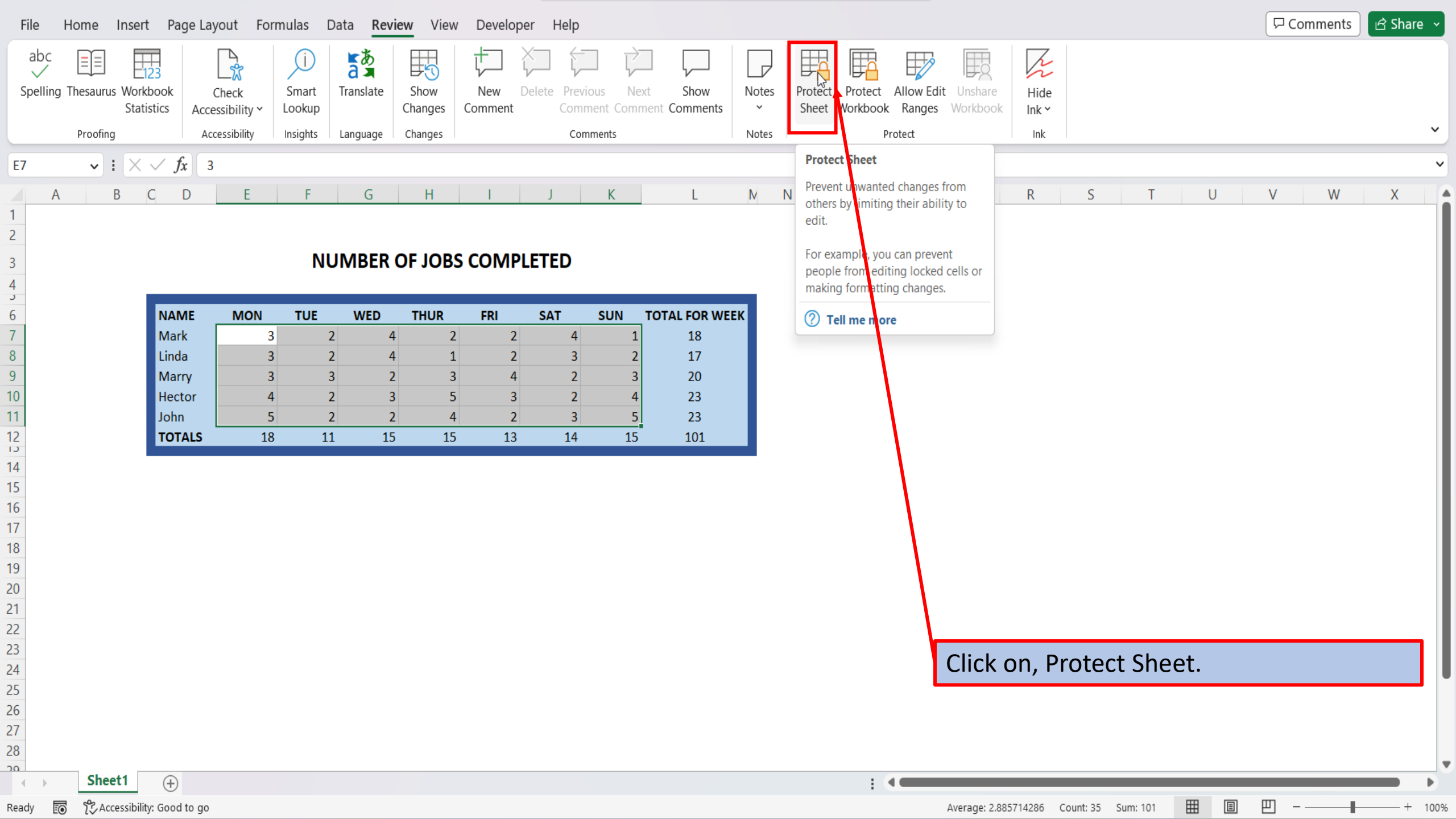
Analyze Data
Analysis
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 14 15 101
Now, we have just one more step to perform. Click on Review.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286
Count: 35
Sum: 101
100%


File
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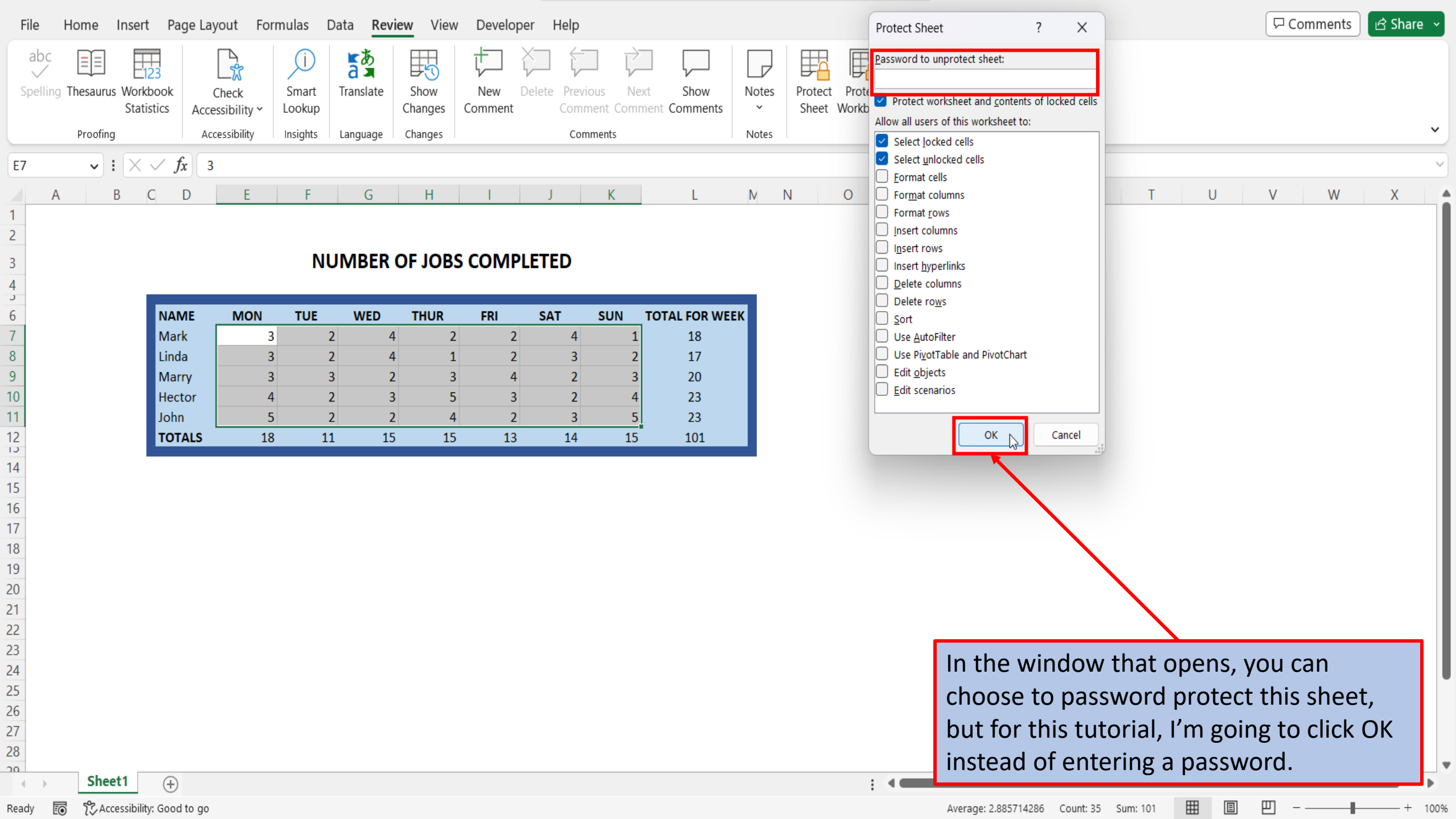
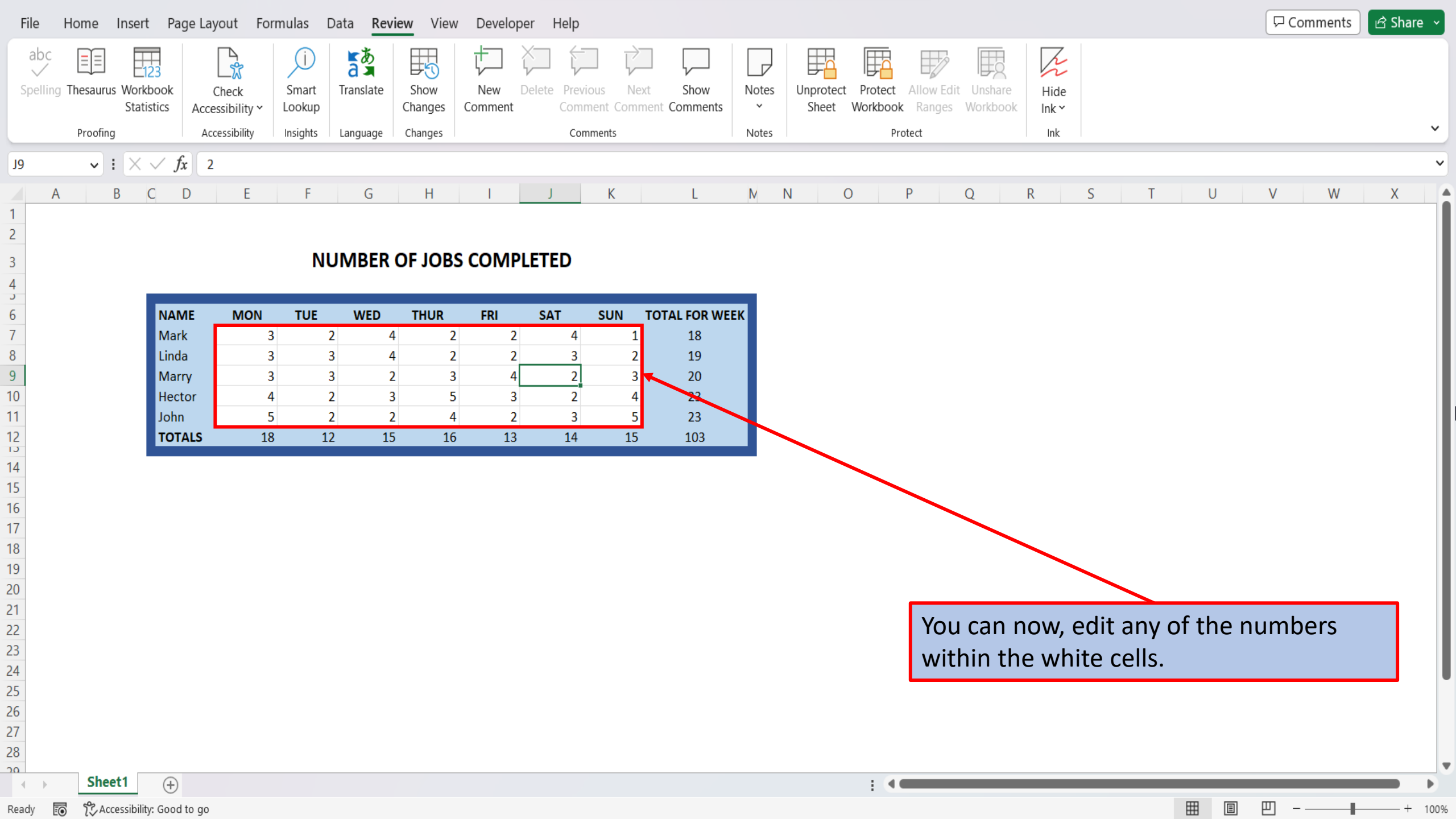
Translate
Language
Show Changes
Changes
New Comment
Delete
Previous Comment
Next Comment
Show Comments
Comments
Notes
Notes
Protect Sheet
Protect Workbook
Allow Edit Ranges
Unshare Workbook
Protect
Hide Ink
Ink
Protect Sheet
Prevent unwanted changes from others by limiting their ability to edit.
For example, you can prevent people from editing locked cells or making formatting changes.
Tell me more
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 14 15 101
Click on, Protect Sheet.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286
Count: 35
Sum: 101
100%


File Home Insert Page Layout Formulas Data Review View Developer Help
Comments Share
Spelling Thesaurus Workbook Statistics Proofing
Check Accessibility Accessibility
Smart Lookup Insights
Translate Language
Show Changes Changes
New Comment Delete Previous Comment Next Comment Show Comments Comments
Notes Notes
Protect Sheet
E7
3
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 2 4 1 2 3 2 17
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 11 15 15 13 14 15 101
Protect Sheet
Password to unprotect sheet:
Protect worksheet and contents of locked cells
Allow all users of this worksheet to:
Select locked cells
Select unlocked cells
Format cells
Format columns
Format rows
Insert columns
Insert rows
Insert hyperlinks
Delete columns
Delete rows
Sort
Use AutoFilter
Use PivotTable and PivotChart
Edit objects
Edit scenarios
OK
Cancel
In the window that opens, you can choose to password protect this sheet, but for this tutorial, I'm going to click OK instead of entering a password.
Sheet1
Ready
Accessibility: Good to go
Average: 2.885714286 Count: 35 Sum: 101
100%


File
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Show Changes
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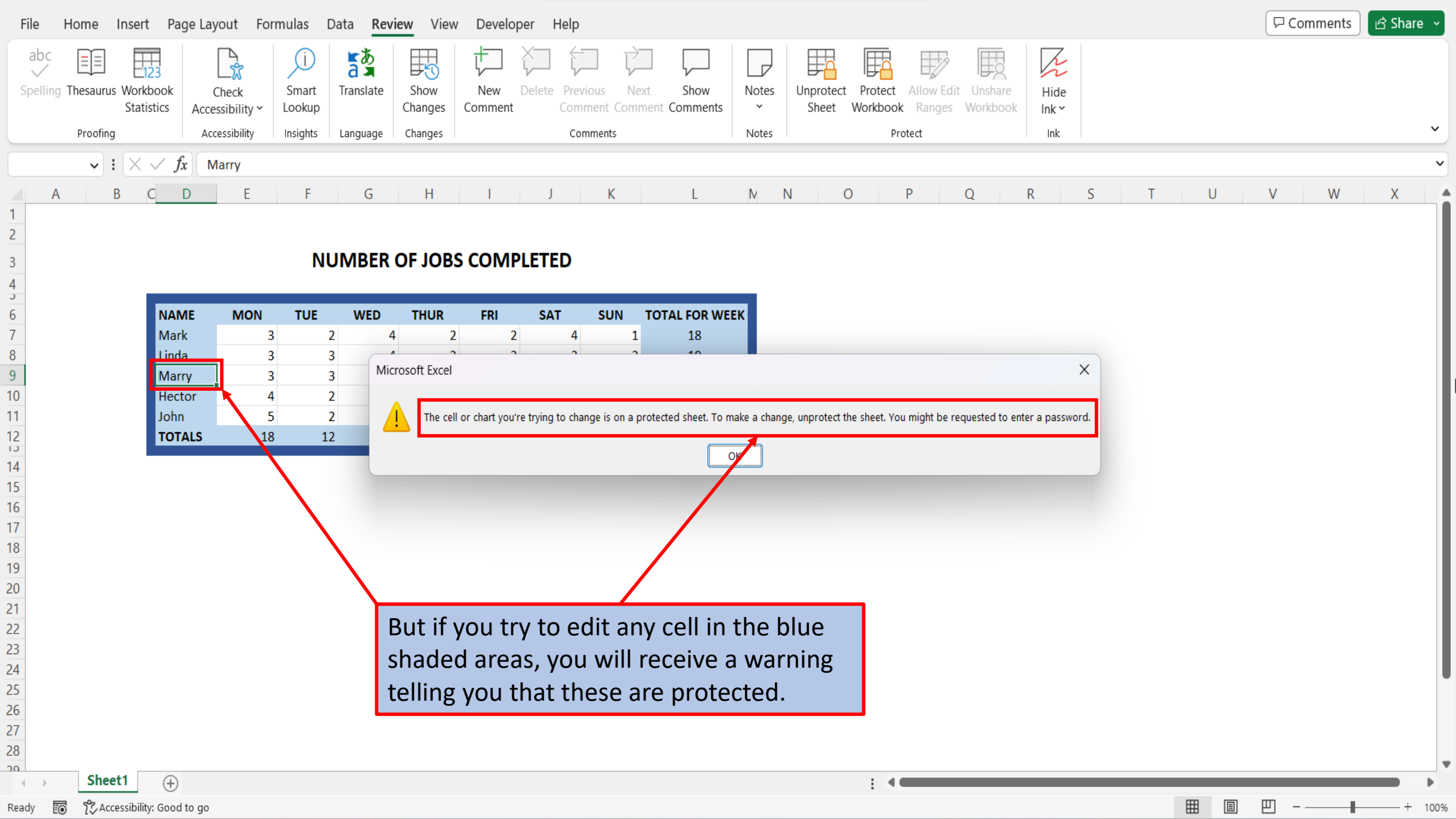
New Comment
Delete
Previous Comment
Next Comment
Show Comments
Comments
Notes
Notes
Unprotect Sheet
Protect Workbook
Allow Edit Ranges
Unshare Workbook
Protect
Hide Ink
Ink
J9
2
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 3 4 2 2 3 2 19
Marry 3 3 2 3 4 2 3 20
Hector 4 2 3 5 3 2 4 23
John 5 2 2 4 2 3 5 23
TOTALS 18 12 15 16 13 14 15 103
You can now, edit any of the numbers within the white cells.
Sheet1
Ready
Accessibility: Good to go
100%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Previous Comment
Next Comment
Show Comments
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Notes
Notes
Unprotect Sheet
Protect Workbook
Allow Edit Ranges
Unshare Workbook
Protect
Hide Ink
Ink
Marry
NUMBER OF JOBS COMPLETED
NAME MON TUE WED THUR FRI SAT SUN TOTAL FOR WEEK
Mark 3 2 4 2 2 4 1 18
Linda 3 3
Marry 3 3
Hector 4 2
John 5 2
TOTALS 18 12
Microsoft Excel
The cell or chart you're trying to change is on a protected sheet. To make a change, unprotect the sheet. You might be requested to enter a password.
OK
But if you try to edit any cell in the blue shaded areas, you will receive a warning telling you that these are protected.
Sheet1
Ready
Accessibility: Good to go
100%

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