

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data Adobe Acrobat

AutoSave Off Save Add-ins Undo Redo

A1

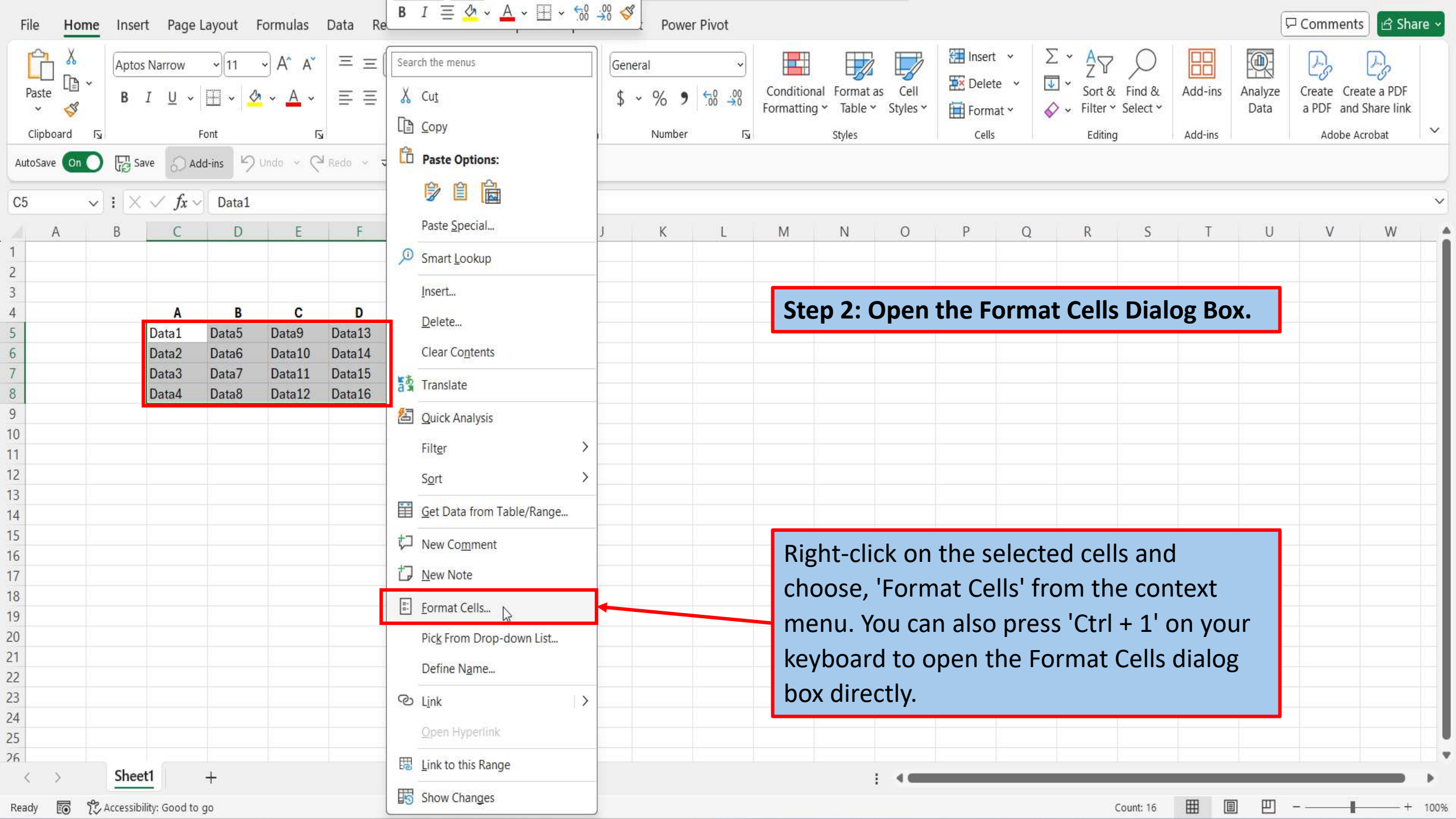
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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to Lock Cells In Excel. Let's get started.

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4			A	B	C	D																	
5			Data1	Data5	Data9	Data13																	
6			Data2	Data6	Data10	Data14																	
7			Data3	Data7	Data11	Data15																	
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Step 1: Select the Cells You Want to Lock.

Within your Excel spreadsheet, select the cells you want to lock by clicking and dragging to select multiple cells, or you can press and hold Ctrl, and select only specific cells.



A	B	C	D
Data1	Data5	Data9	Data13
Data2	Data6	Data10	Data14
Data3	Data7	Data11	Data15
Data4	Data8	Data12	Data16

Step 2: Open the Format Cells Dialog Box.

Right-click on the selected cells and choose, 'Format Cells' from the context menu. You can also press 'Ctrl + 1' on your keyboard to open the Format Cells dialog box directly.

- Search the menus
- Cut
- Copy
- Paste Options:**
- Paste Special...
- Smart Lookup
- Insert...
- Delete...
- Clear Contents
- Translate
- Quick Analysis
- Filter >
- Sort >
- Get Data from Table/Range...
- New Comment
- New Note
- Format Cells...**
- Pick From Drop-down List...
- Define Name...
- Link >
- Open Hyperlink
- Link to this Range
- Show Changes

Power Pivot

General

Number

Styles

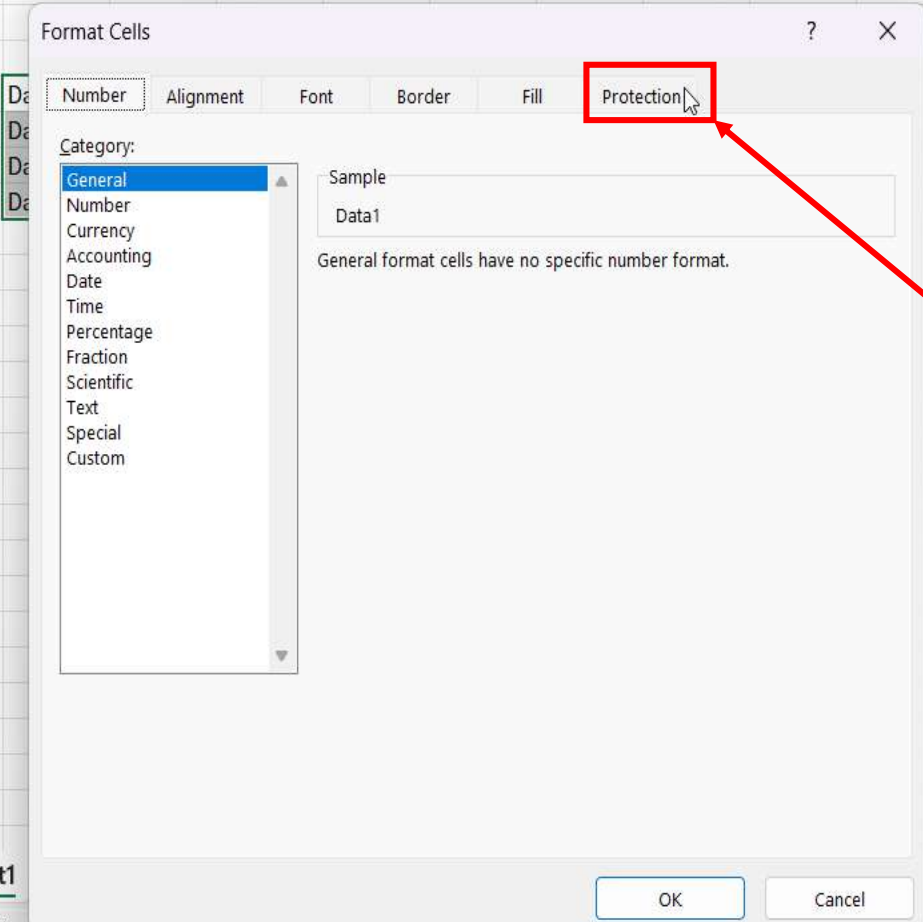
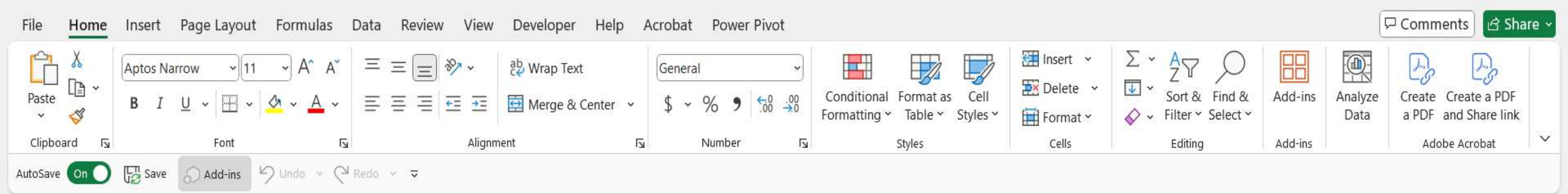
Cells

Editing

Add-ins

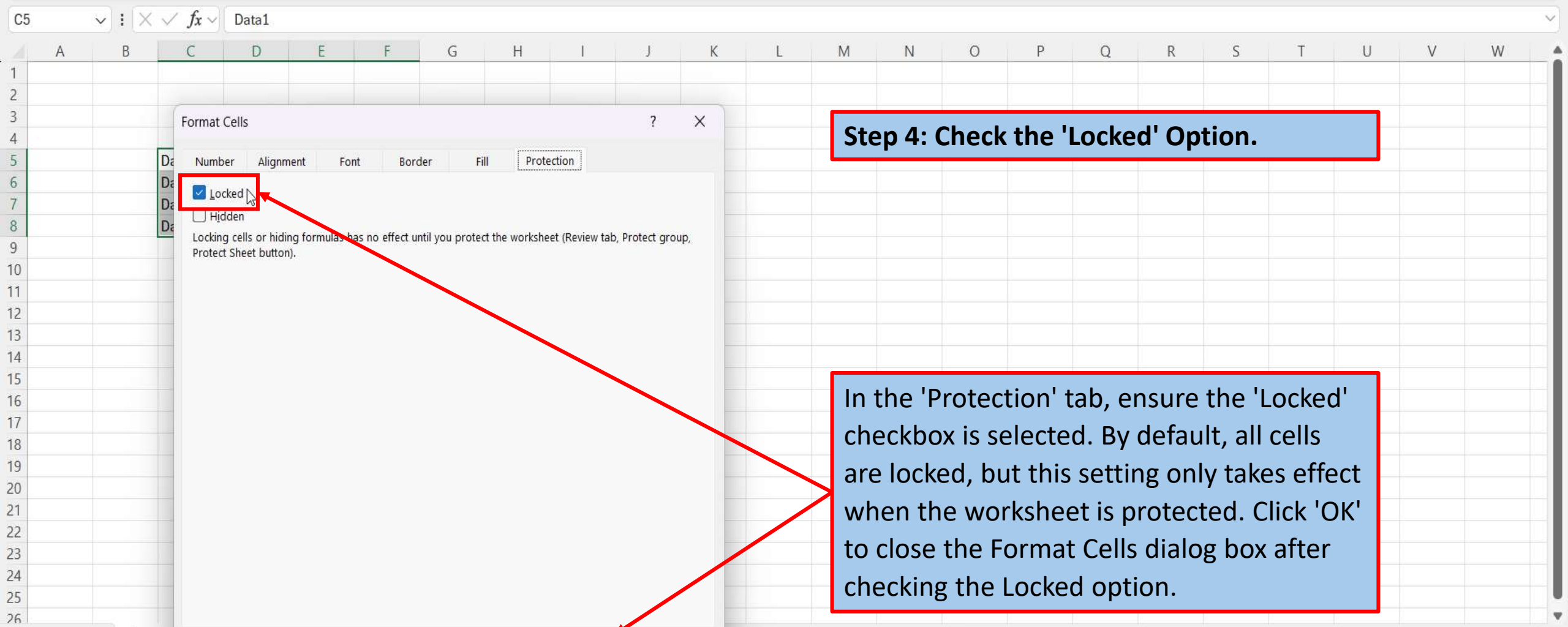
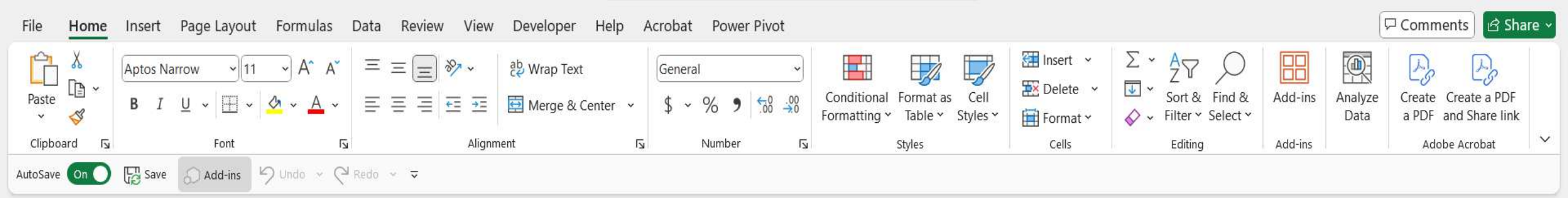
Adobe Acrobat

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Step 3: Go to the Protection Tab.

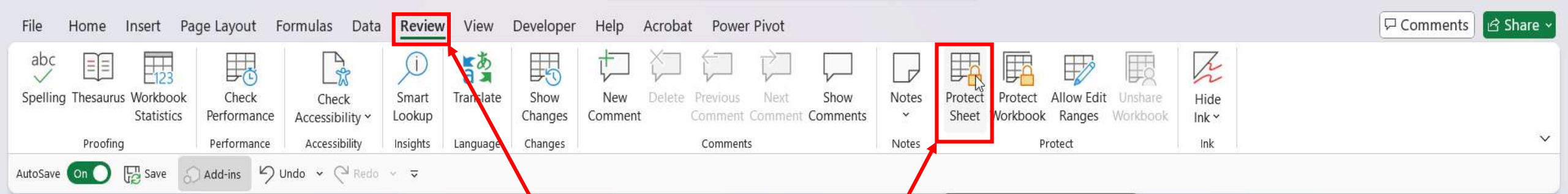
In the 'Format Cells' dialog box, click on the 'Protection' tab. This tab allows you to manage protection settings, including locking and hiding cells.



Step 4: Check the 'Locked' Option.

In the 'Protection' tab, ensure the 'Locked' checkbox is selected. By default, all cells are locked, but this setting only takes effect when the worksheet is protected. Click 'OK' to close the Format Cells dialog box after checking the Locked option.





A	B	C	D
Data1	Data5	Data9	Data13
Data2	Data6	Data10	Data14
Data3	Data7	Data11	Data15
Data4	Data8	Data12	Data16

Protect Sheet

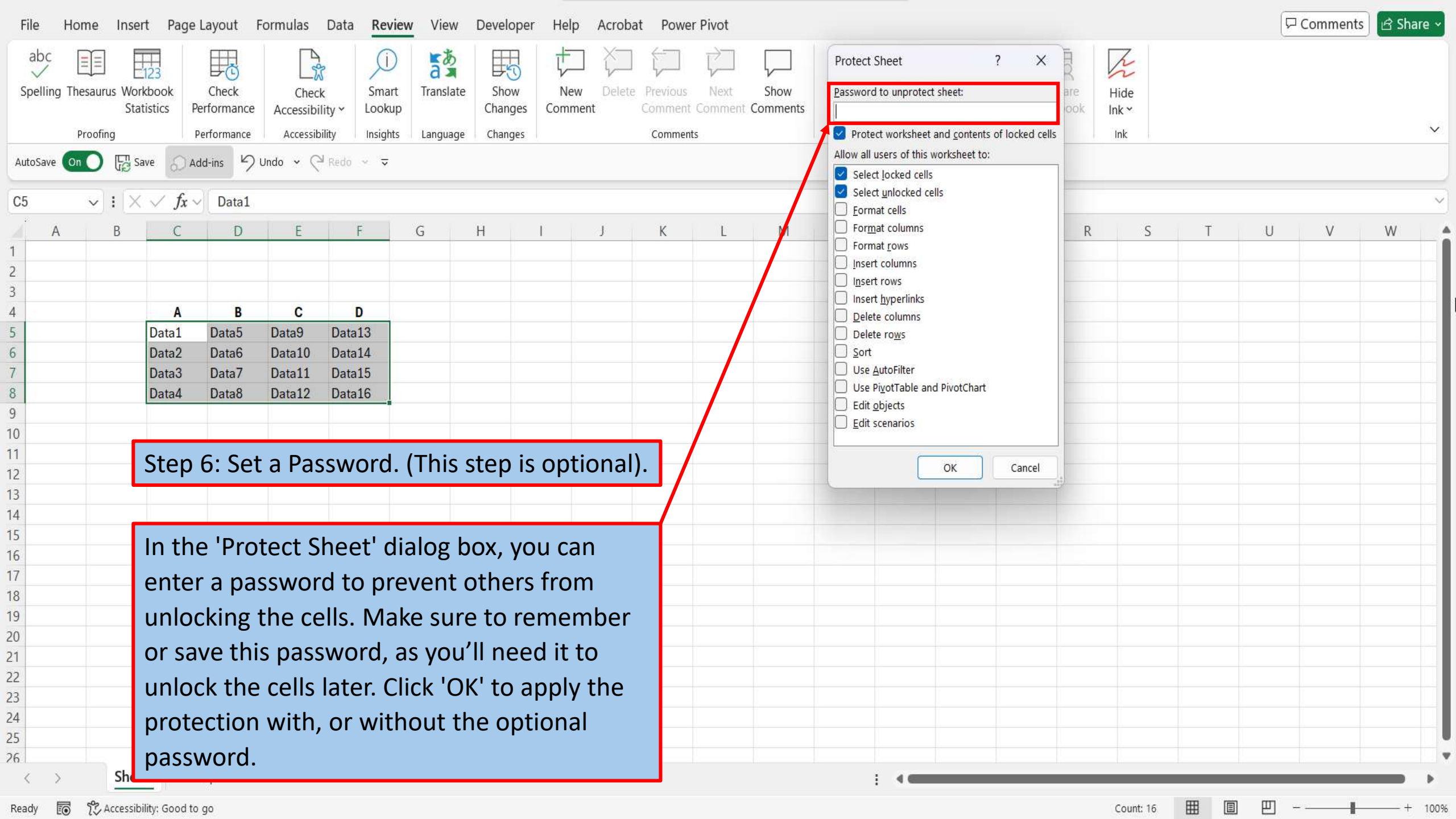
Prevent unwanted changes from others by limiting their ability to edit.

For example, you can prevent people from editing locked cells or making formatting changes.

[Tell me more](#)

Step 5: Protect the Sheet.

To activate the locking, go to the 'Review' tab on the Ribbon. Click on 'Protect Sheet'. This will enable protection for the cells you locked, making them non-editable unless the sheet is unprotected.



Step 6: Set a Password. (This step is optional).

In the 'Protect Sheet' dialog box, you can enter a password to prevent others from unlocking the cells. Make sure to remember or save this password, as you'll need it to unlock the cells later. Click 'OK' to apply the protection with, or without the optional password.

Protect Sheet

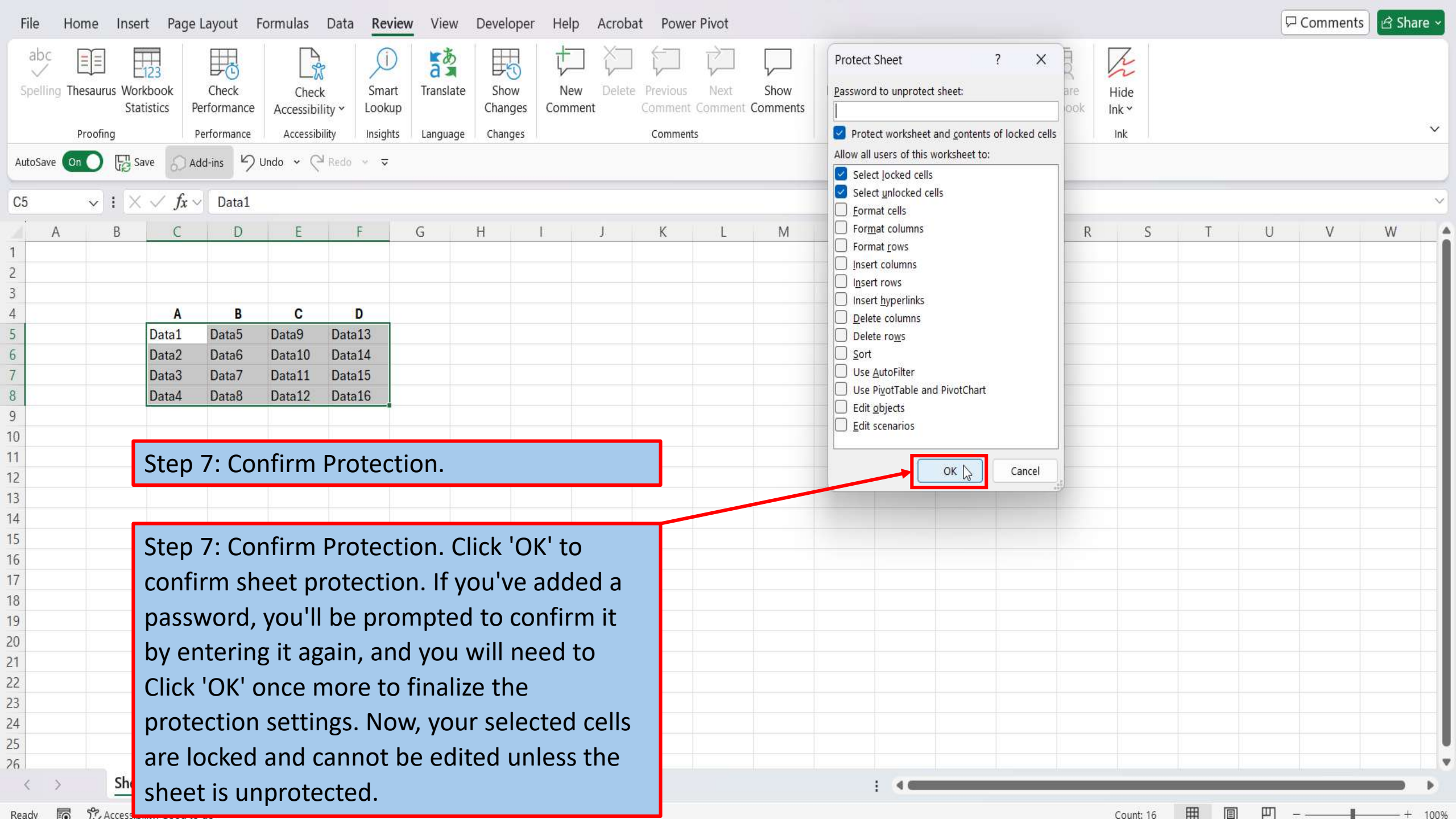
Password to unprotect sheet:

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



Step 7: Confirm Protection.

Step 7: Confirm Protection. Click 'OK' to confirm sheet protection. If you've added a password, you'll be prompted to confirm it by entering it again, and you will need to Click 'OK' once more to finalize the protection settings. Now, your selected cells are locked and cannot be edited unless the sheet is unprotected.

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

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