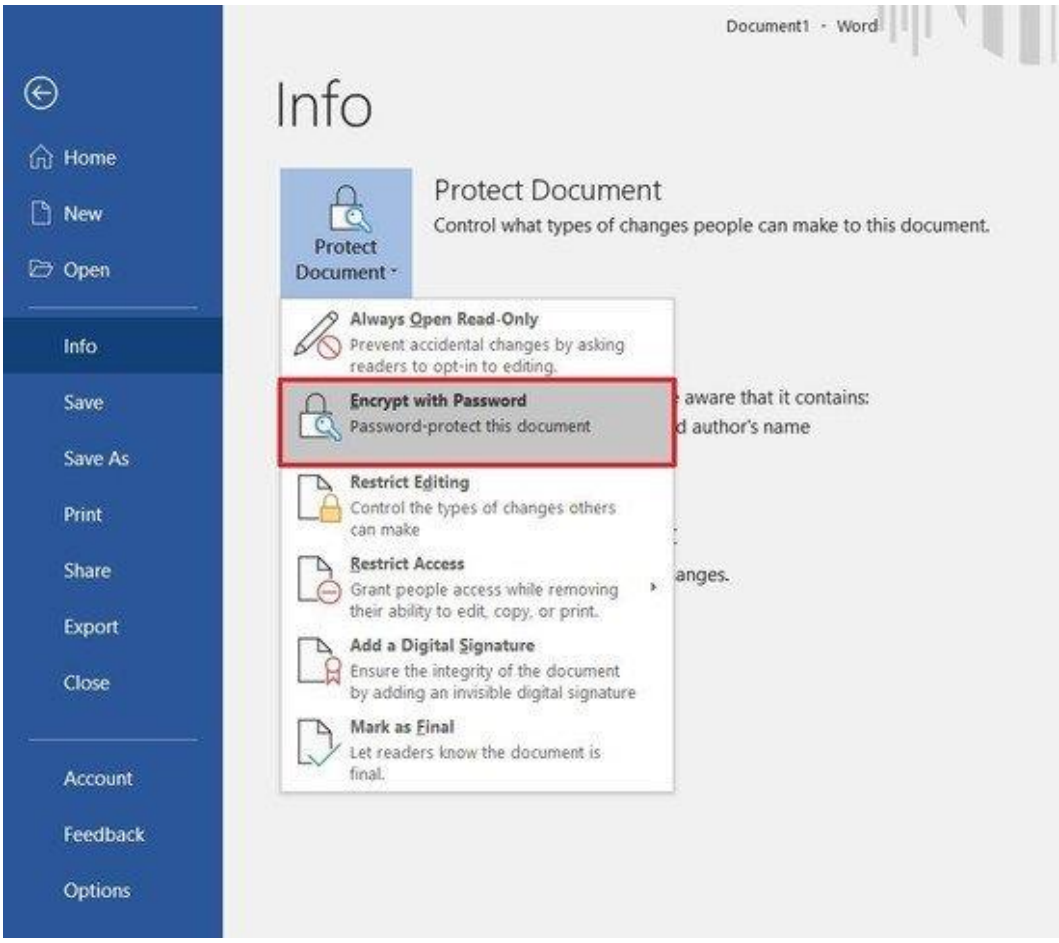
How to set a password for an Office document

To add an encryption password to Microsoft Word, Excel, or PowerPoint, use these steps:

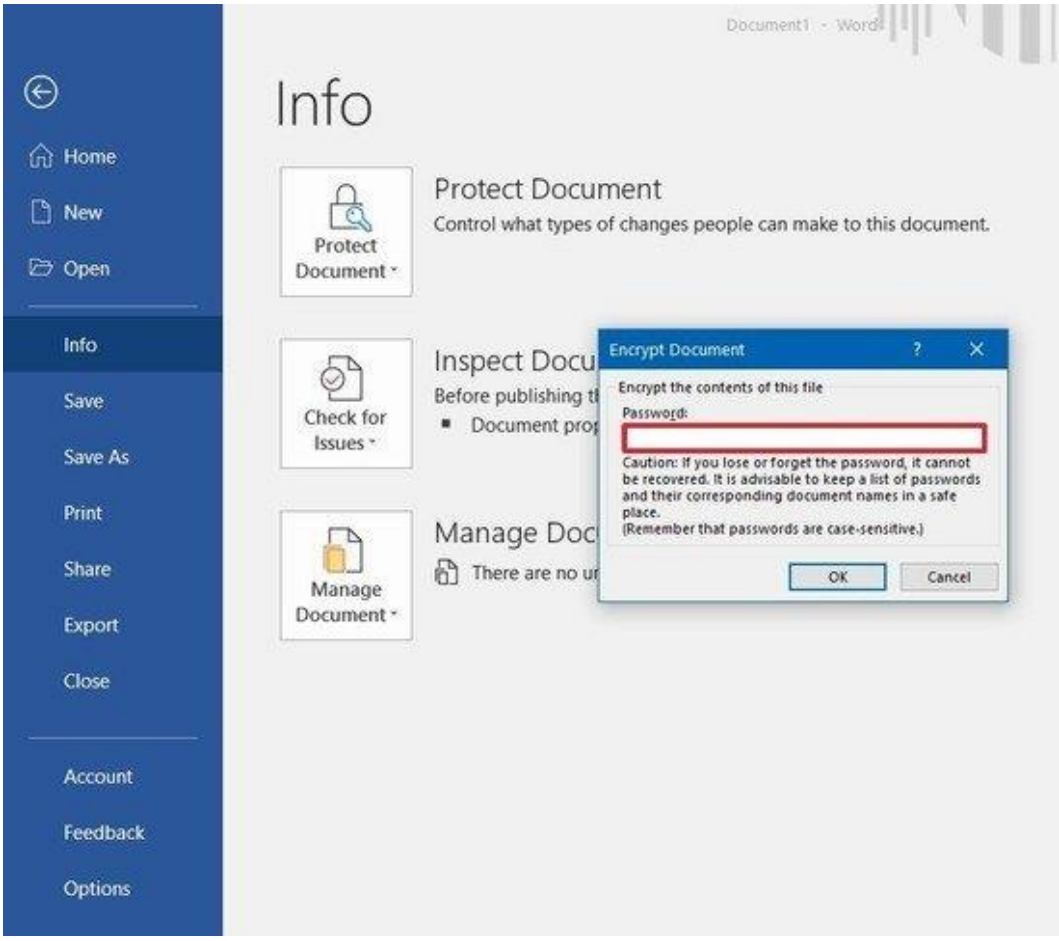
1. Open the **Word** (**Excel** or **PowerPoint**) document.
2. Click on **File**.
3. Click on **Info**.
4. On the right side, click the **Protect document** menu.

Note: In Excel, the option will appear as "Protect Workbook," and in PowerPoint, it'll be displayed as "Protect presentation."

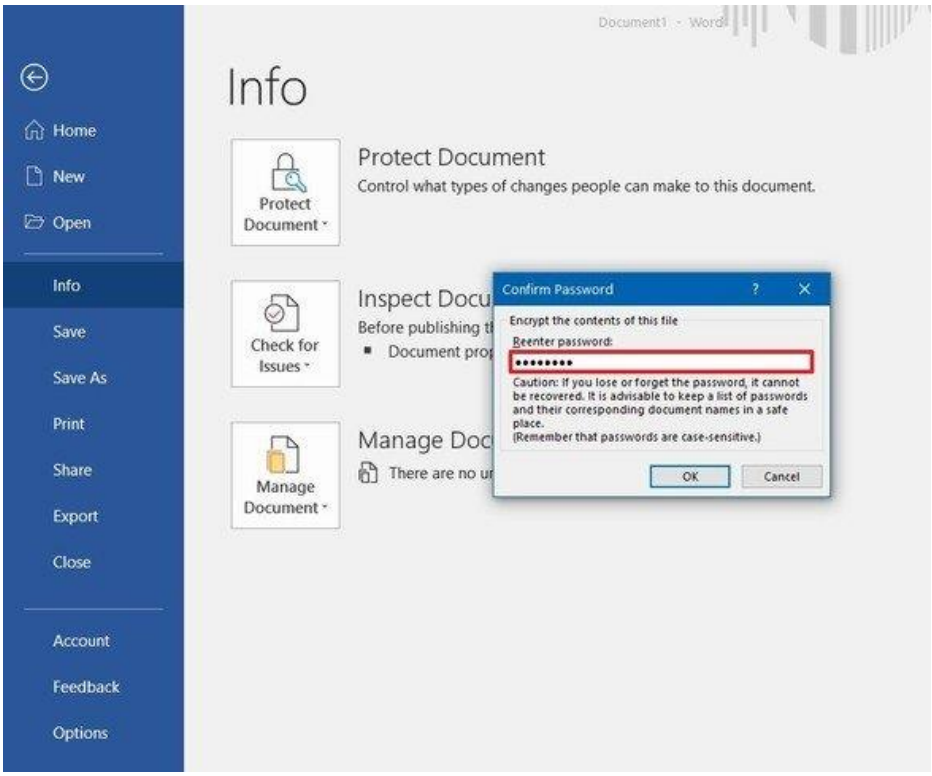
5. Select the **Encrypt with Password** option.



6. Type a password to protect the document.



7. Click the **OK** button.
8. Retype the password.



9. Click the **OK** button.

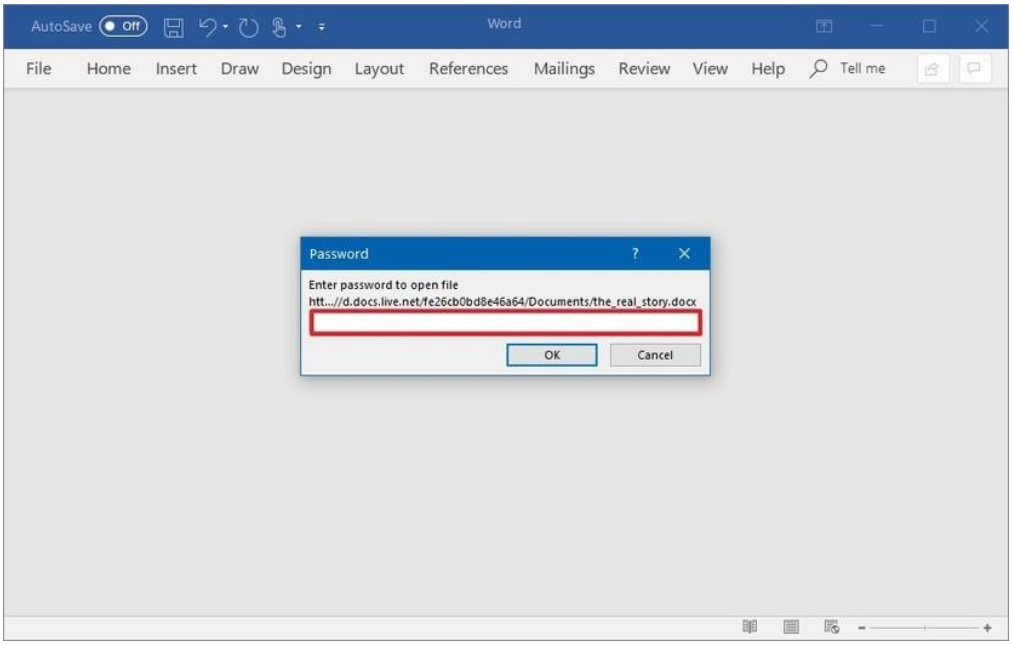
Once you complete these steps, every time you open the document, you'll be prompted to enter a password to decrypt its contents.

When setting up a password for an Excel, PowerPoint, or Word document, consider that without a password it'll be virtually impossible to open the document, so make sure to keep the password in a safe place.

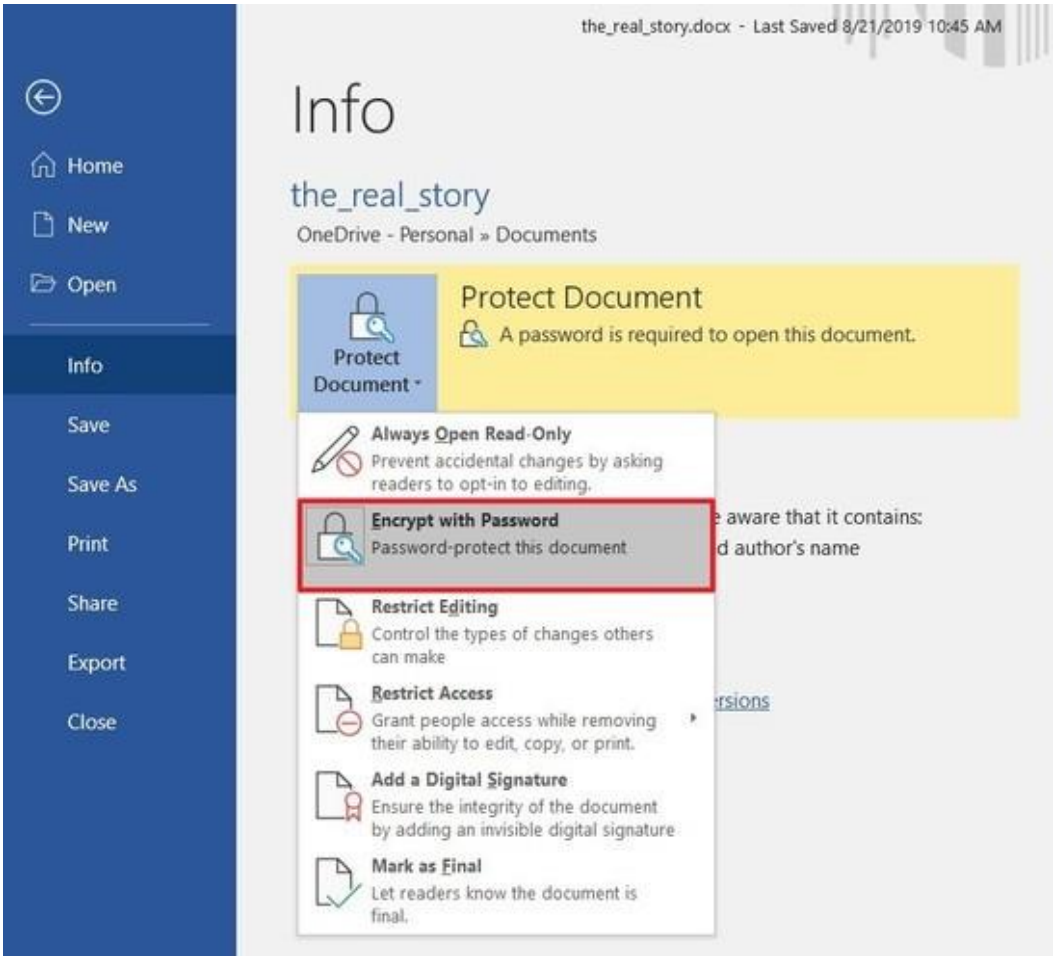
How to remove a password from an Office document

To remove the password of an Office document (Word, Excel, or PowerPoint), use these steps:

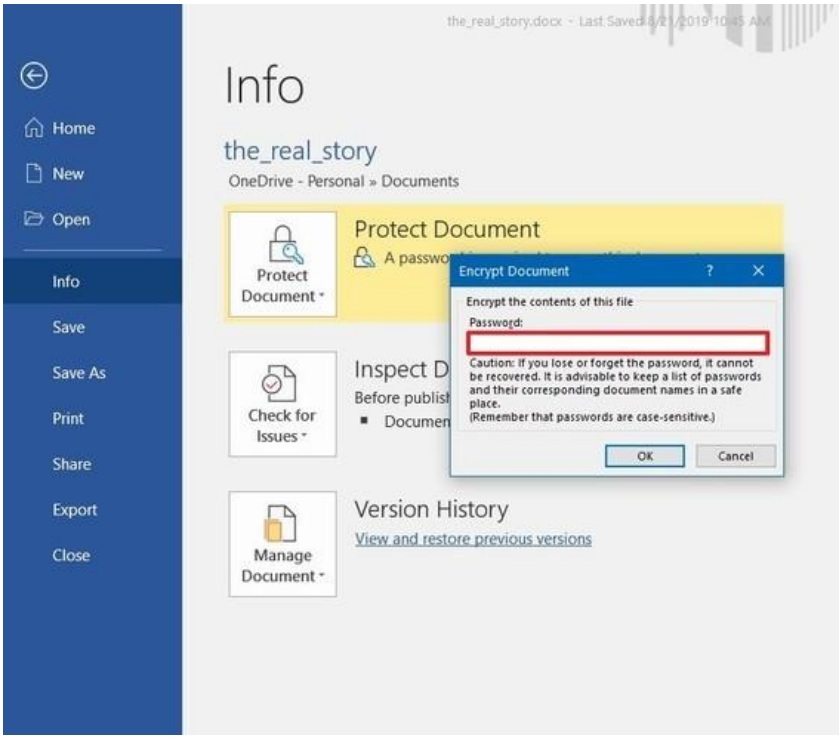
1. Open the **Word** (**Excel** or **PowerPoint**) document.
2. Type the current password to access the file.



3. Click the **OK** button.
4. Click on **File**.
5. Click on **Info**.
6. On the right side, click the **Protect document** menu.
7. Select the **Encrypt with Password** option.



8. Clear the current password.



9. Click the **OK** button.