

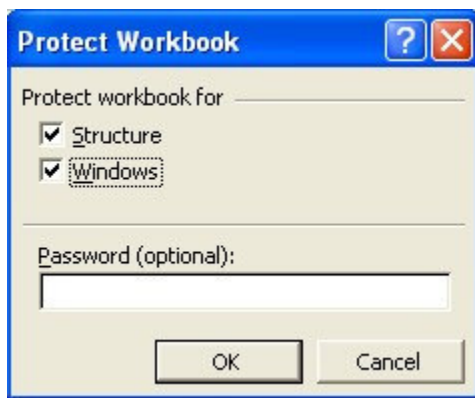
Excel 2003: Protecting & Sharing Workbooks

Protecting Workbooks

You can protect a workbook from viewing or editing. Use **File>Save As**. Then use **Tools>General Options**. You can require a password for viewing, editing, or both.

If you want users to enter a password before they can view the workbook, type a password in the Password to open box, and then click **OK**. If you want users to enter a password before they can save changes to the workbook, type a password in the Password to modify box, and then click **OK**.

Retype your passwords to confirm them. Click **Save**. When asked, click **Yes** to replace the existing workbook.



You can also protect a workbook's structure and Window. Use **Tools>Protection>Protect Workbook**. If you choose to protect the structure, you cannot add, delete, or unhide worksheets. If you choose to protect the windows, you cannot change the dimensions or position of the workbook's window.

Protecting Worksheets

You can protect just a worksheet. Use **Tools>Protection>Protect Sheet**. You can protect the contents of all locked cells and objects on the sheet. If you try to type in a locked cell, you will see a message.

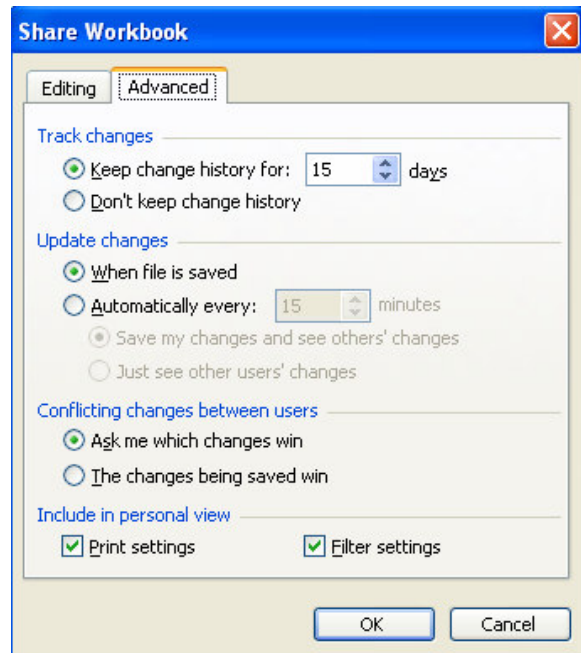


Sharing Workbooks

You can share a workbook. This permits changes by more than one user at the same time. Use **Tools>Share Workbook**. In **Editing**, check “Allow changes by more than one user at the same time.”

In **Advanced**, make choices about changes. Click **OK**.

Then use **File>Save As** to save the workbook on a network location accessible to others. Notice that it will say “Shared” in the title of the workbook.



Protecting a Shared Workbook

If a workbook is already shared and you want to protect it, you must remove the sharing feature before setting up protection. To begin protecting the workbook, have all other users save and close the shared workbook. If other users are editing, they will lose any unsaved work. Unsharing the workbook also deletes the change history. If you want to keep a copy of this information, you can print out the History worksheet.

Use **Tools>Share Workbook>Editing**. Make sure that you are the only person listed in the **Who has this workbook open now** box.

Clear the **Allow changes by more than one user at the same time** check box.

If this check box is not available, you must unprotect the workbook before clearing the check box. Click **OK**. Use **Tools>Protection**, and then click **Unprotect Shared Workbook**.

Enter the password if prompted, and then click **OK**.

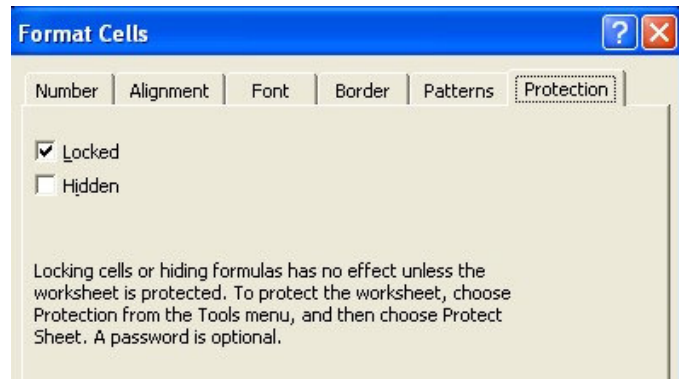
Go back to **Tools>Share Workbook>Editing**.

When prompted about the effects on other users, click **Yes**.

Unlocking a Cell

All cells in Excel are routinely locked. Cells that are left locked become unchangeable only after you protect the worksheet. To unlock a cell, click on a cell. Go to **Format>Cells** and click on the **Protection** tab. Clear the **Locked** box. Click **OK**.

You can select a range of cells and go to **Format>Cells>Protection**. When you clear the **Locked** box, all selected cells will be unlocked. Click **OK**.



To move between unlocked cells on a protected worksheet, use the **Tab** key on the keyboard.

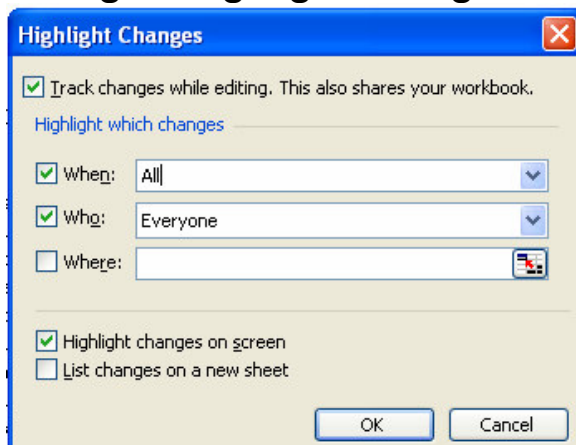
Tracking Changes to a Workbook

While in **Tools>Share Workbook>Editing**, click on the **Advanced** tab. Under **Track changes**, click **Keep change history for**, and in the **Days** box, type the number of days of change history that you want to keep.

Since Excel permanently erases any change history older than the days chosen, choose a large number of days. Click **OK**, and if asked about saving the file, click **OK**.

Viewing Changes

To see the changes in the worksheet, use **Tools>Track Changes>Highlight Changes**. You will see this dialog box.



You can choose which changes to highlight.

When is usually **Since I last saved**, **All**, **Not yet reviewed**, or **Since date..**

Who is usually **Everyone**, **Everyone but me**, or **current computer registrant**.

Where is a selected portion of the spreadsheet.

Changes can either be highlighted on the sheet, listed on a separate **History** worksheet with comparison information, or both.

\$ 2,479	\$ 3,000	\$ 7,144
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	A	B	C	D	E	F	G	H	I	J	
1	Action							New	Old	Action	Los
2	Number	Date	Time	Who	Change	Sheet	Range	Value	Value	Type	Acti
3	2	10/13/2005	2:21 PM	Carl	Cell Change	Protecting&Sharing	I9	\$10,000.00	\$2,000.00		
4	3	10/13/2005	2:44 PM	Starlight	Cell Change	Protecting&Sharing	K12	\$2,000.00	\$864.40		
5	4	10/13/2005	2:44 PM	Starlight	Cell Change	Protecting&Sharing	M17	(\$5,000.00)	(\$2,401.40)		
6	5	10/13/2005	2:44 PM	Starlight	Cell Change	Protecting&Sharing	I9	\$3,000.00	\$10,000.00		
7	The history ends with the changes saved on 10/13/2005 at 2:44 PM.										
8											

Merging a Shared Workbook

After changing a workbook to a sharing workbook, you can use **File>Save As** & make multiple copies to distribute.

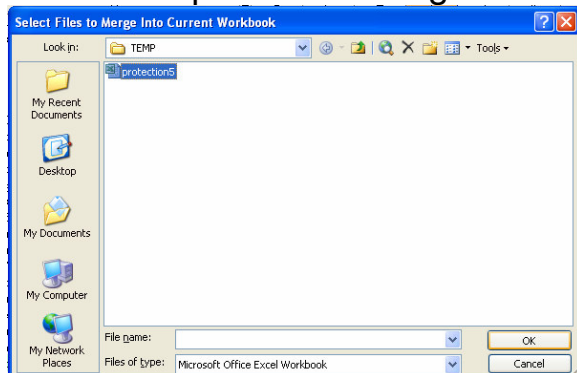
Individuals can make changes to the workbook & then return it to the originator.

After the copies are returned, they should be put in a folder with the original workbook or the workbook where all information will be merged.

Open the original workbook.

Use **Tools>Compare and Merge Workbooks**. The workbook will automatically be saved.

Find the copies to be merged.



After the merge, all the changes will be recorded in the cell's history with the most recent showing.

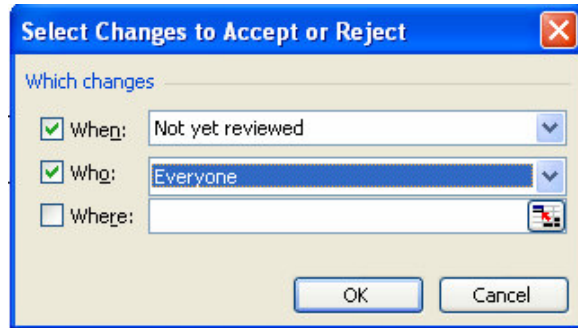
Make sure that you have **Tools>Track Changes>Highlight**

Changes>When: All if you want to see where the merges take place.

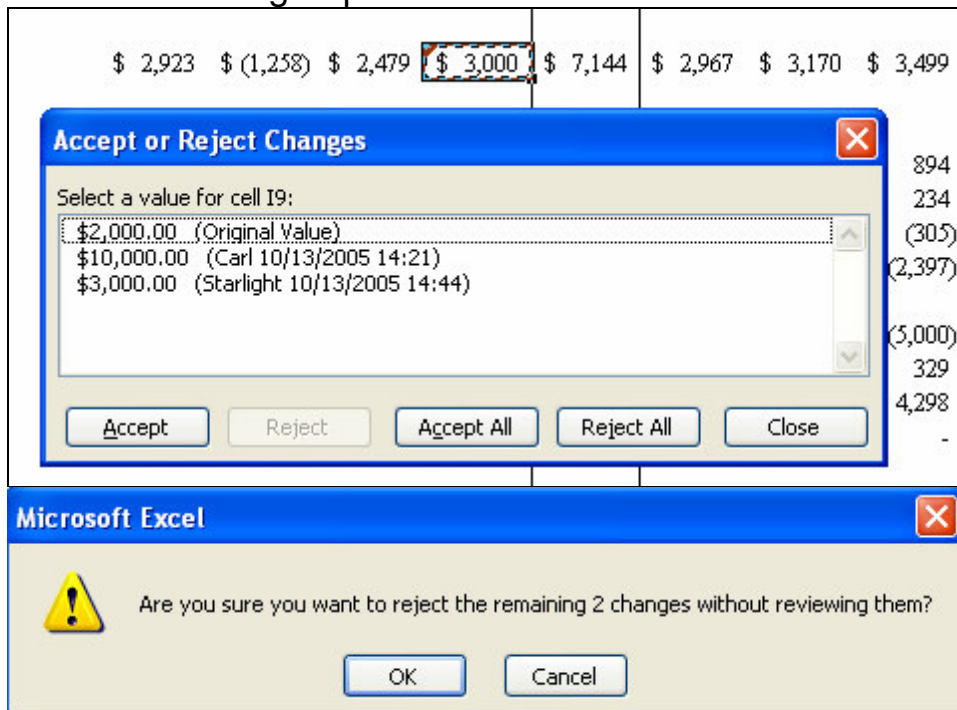
Unless the final change is accurate, changes will need to be accepted or rejected.

Accepting or Rejecting Changes

To evaluate changes, use **Tools>Track Changes>Accept or Reject Changes**. You will see a dialog box similar to the **Highlight Changes** box, but it is entitled **Select Changes to Accept or Reject**.

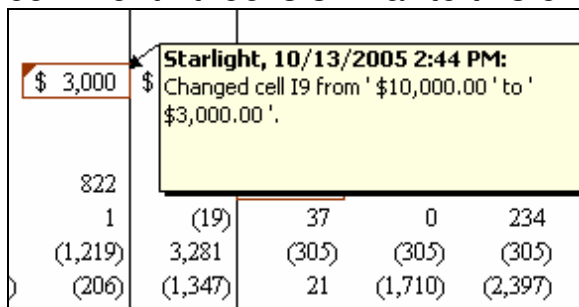


The changes are highlighted and listed. You choose to accept or reject on an individual or group basis.



After decisions are made, there is a comment marker at the accepted changes.

Moving the mouse pointer over the comment marker will show the comment. It looks similar to this one.



To remove the comment markers, use **Tools>Track Changes>Highlight Changes** and decheck the **Highlight changes on screen** box.

Things You Can't Do with a Shared Workbook

There are tasks that you cannot do with a shared workbook. You cannot:

- Delete worksheets.
- Merge cells. You can view cells that were merged before you shared the workbook.
- Define or apply conditional formats. However, you can see the effects of conditional formats applied before you shared the workbook.
- Set up or change data validation restrictions and messages. However, you can see the effects of restrictions and messages that were set up before you shared the workbook.
- Insert or delete blocks of cells. You can insert or delete entire rows and columns.
- Insert or change charts, pictures, objects, or hyperlinks.
- Use the drawing tools.
- Assign a password to protect individual worksheets or the entire workbook. Protection that you applied before sharing the workbook remains in effect after you share the workbook.
- Change or remove passwords. Passwords that you assigned before sharing the workbook remain in effect after you share the workbook.
- Save, view, or make changes to scenarios.
- Group or outline data.
- Insert automatic subtotals.
- Create data tables.
- Create PivotTables or change the layout of existing PivotTables.
- Make changes to dialog boxes or menus.
- Write, change, view, record, or assign macros. However, you can record operations in a shared workbook into a macro stored in another workbook that isn't shared. In a shared workbook, you can run macros that were created before you shared the workbook; although if you run a macro that includes an unavailable operation, the macro stops running when it reaches the unavailable operation.