How to password protect an excel spreadsheet:

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1) With your spreadsheet open, select Tools from the menubar

3) Click on the Security tab

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5) In the msg box that pops up, re-enter your password. Click OK.

Confirm Password
Reenter password to proceed.
•••••
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)
OK Cancel

6) Save and close your document. The next time the document is opened, the user will be prompted for the password.

How to password protect any document using WinZip:



1) Open Windows Explorer

2) Right click on the document you wish to protect

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3) Select WinZip from the drop down menu (note that if you don't have WinZip installed, you can find it for free on the web. Google "WinZip download" and download a copy for free).

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4) Select Add To Zip File...

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5) In the window that opens, check the box that says Encrypt Added Files.



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Choose "New" to create or "Open" to open an archive 6) Click Add.



8) In the Encrypt Window that pops up, enter the password you desire and then reenter it.



10) When it is complete, close the WinZip window.

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11) In Windows Explorer, you will now see your file with a .zip extension. When you try to open the .zip file, it will open without a password. When you try to extract the file in the from the .zip file, you will be prompted for the password.