



# THE UNIVERSITY OF MICHIGAN

## University Audits

### Locking Cells in a Spreadsheet

1. Identify which cells you want people to be able to change. The cell locking feature in Excel locks everything by default, so you need to know which cells you **don't** want locked first (i.e. cells for inputting data). It is recommended that cells that contain formulas, cells that contain constants for formulas, and cells that contain results be locked.

*NOTE: once you protect a worksheet, rows and columns cannot be added unless the worksheet is unlocked first.*

2. Select the cells you want to be able to change.

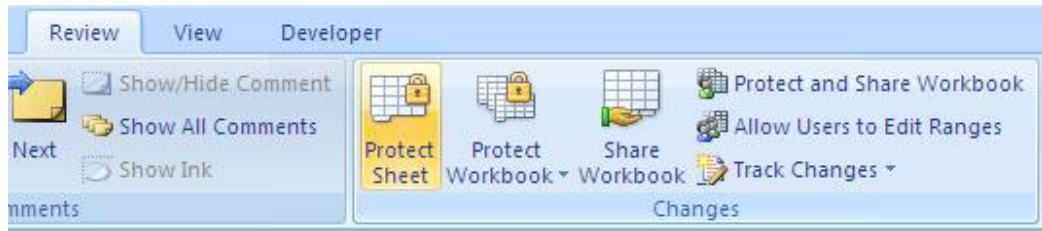
Category	Business Process	Yes	No	Partial	Comments	How-To Reference
User Access	1. Have user permissions been appropriately set on the directory the spreadsheet is housed in?*					N/A
	2. Have user permissions been appropriately set on the file itself?*					N/A
	3. Have access restrictions been placed on cells that contain formulas or perform computations?*					Locking Cells in a Spreadsheet
	4. Are file access logs being maintained?*					N/A
	5. Do you use locked cells?					Locking Cells in a Spreadsheet
	6. Do you use hidden cells?					N/A
	7. Are hidden cells locked?					Locking Cells in a Spreadsheet
Data Transmission	1. Does the spreadsheet send information to another worksheet, spreadsheet, program, or system?					N/A
	2. Does the spreadsheet receive information from another worksheet, spreadsheet, program, or system?					N/A
	3. Is sent or received information checked for accuracy?					N/A
	4. Is there a recurring managerial review of spreadsheets that send or receive data?					N/A
Documentation	1. Do you have a list of all spreadsheets in your department that contain sensitive information?					N/A
	2. Is the purpose of each spreadsheet included in this list?					N/A
	3. Are the users of each spreadsheet noted?					N/A
	4. Are their permissions noted?					N/A



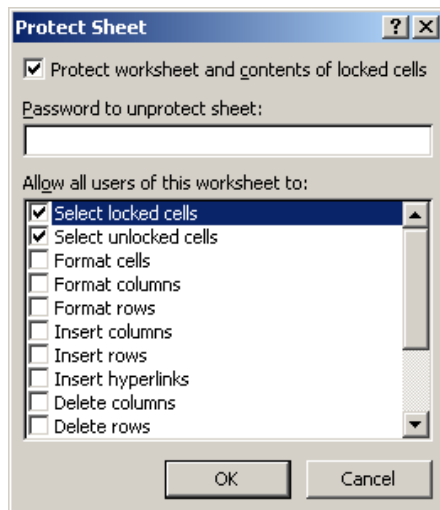
# THE UNIVERSITY OF MICHIGAN

## University Audits

3. Once you have selected the cells you want people to be able to edit, click on the Review tab, then click on Protect Sheet in the Changes group.



4. A new window will pop up giving you a selection of check boxes. Here you can select what users will be able to do to the locked cells. This will not apply to the cells that were selected when we clicked on Protect Sheet. Those cells will not have any restrictions placed on them. It is recommended that you use the defaults unless you have an identified need to change them.



5. Enter a password in the field at the top, and click OK. This should not be a password you use for anything else, as you may have a need to share it later.

*NOTE: You do not have to enter a password. However, if you don't, the spreadsheet can be unprotected without the use of a password. A password is recommended.*



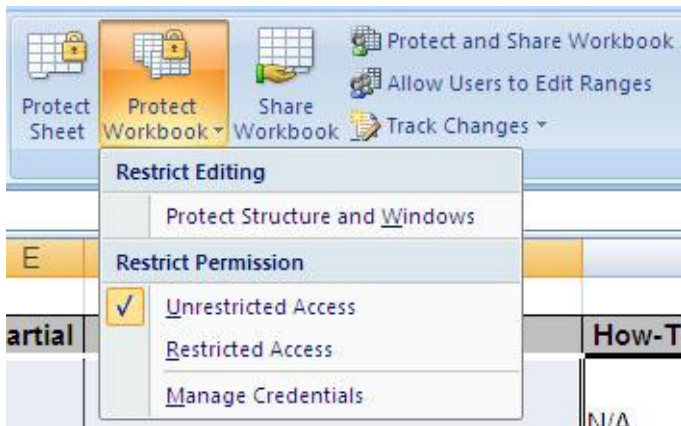
# THE UNIVERSITY OF MICHIGAN

## University Audits

6. After you click OK, you will be asked to confirm the password you entered in a window that looks like this...



7. You can also choose to protect the entire workbook from certain changes related to the layout and contents. To do this click on the Review Tab, and then click Protect Workbook in the Changes group.

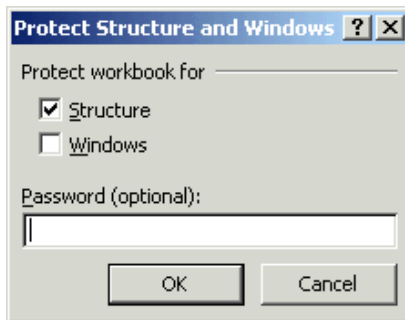




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8. Checking the structure box prevents users from adding or deleting worksheets or from displaying hidden worksheets. Checking the windows box prevents users from changing the size or position of worksheet windows. Workbook structure and window protection applies to the whole workbook. It is recommended that you check both boxes in most cases.



9. Once you have entered your password, click OK. The protection windows will disappear.
10. Be sure to save your document. Your cells are now protected against unauthorized changes.